

# WELCOME TO HOLLISTON HIGH SCHOOL



## Student-Parent Handbook 2022-2023

*Nicole A. Bottomley*  
*Principal*

*Ronald Sudmyer*  
*Assistant Principal*

*Karen D. Archambault*  
*Assistant Principal*

*Kim D. Condon*  
*Student Services Administrator*

*Matthew J. Baker*  
*Athletic Director*

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*It is the policy of Holliston Public Schools not to discriminate on the basis of race, sex, gender identity, religion, national origin, color, homelessness, sexual orientation, age or disability in its education programs, services, activities, or employment practices.*

Use the links below to navigate through the Student/Parent Handbook. If you have any questions please contact Holliston High School.

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### **VISION OF A GRADUATE**

The Holliston Public Schools, in partnership with our community, are committed to supporting students on their journeys to live healthy, meaningful, and productive lives. Through our Pre-K-12+ curriculum and experiences, our students will become engaged global citizens, innovative thinkers, effective communicators, and lifelong learners who exemplify character and live balanced lives.

# **Core Values, Beliefs, and Learning Expectations**

## **CORE VALUES:**

Responsible, Resourceful and Reflective Citizens in a Collaborative Environment.

## **BELIEFS:**

*The Holliston High School community believes our students should...*

- be persistent, life long learners
- be independent thinkers
- develop healthy lifestyles and make appropriate decisions
- develop deep and enduring academic understandings
- be exposed to a variety of intellectual and cultural experiences
- appreciate the fine and performing arts
- effectively and appropriately utilize technology

## **ACADEMIC EXPECTATIONS:**

*Our goal is that Holliston High School students will...*

- write effectively
- read critically
- speak with clarity
- apply reasoning and problem solving skills
- collaborate with others

## **SOCIAL EXPECTATIONS:**

*Our goal is that Holliston High School students will...*

- practice respect for self and others in various environments
- cooperate with others in and out of the classroom

## **CIVIC EXPECTATIONS:**

*Our goal is that Holliston High School students will...*

- be responsible and contributing members of their communities

## CODE OF CONDUCT

All members of the Holliston High School community - the administration, faculty, staff, students, parents, and volunteers, are committed to the proposition that every person at Holliston High School has the right to learn and work in a positive, mutually respectful environment. Each of us has the responsibility to demonstrate a positive attitude, and to respect the school as a place of learning and to respect each other. In order to achieve this goal, all members of the school community will:

- Treat others as we would have others treat us;
- Accept our differences;
- Practice common courtesy, friendliness and the use of appropriate language;
- Be cooperative, attentive and supportive in class and in school activities;
- Accept the ideas of others in and outside class with an open mind and polite attention;
- Solve problems with thoughtful dialogue;
- Support one another in our efforts to do our best as we pursue our individual goals;
- Value the environment within and without the school and maintain school facilities free from litter and vandalism;
- Take responsibility for our own actions and be ready to accept the rewards and/or consequences of those actions.

Because we all share the responsibility for setting and maintaining standards of respectful behavior, all members of the school community will be responsible for setting a positive example while on school grounds, school buses, or at school-sponsored events. We know that school safety and a respectful school culture are promoted by dealing with problems when they are small, before they escalate into more dangerous behaviors. Therefore, we are committed to establishing a high standard of behavioral expectations. Certain behaviors are not tolerated. Those behaviors and their consequences are listed in detail elsewhere in this Handbook. They include, but are not limited to:

- Harassment, bullying and threatening behavior of any kind that creates an intimidating, hostile or offensive environment;
- Hate Speech or behavior;
- Conduct that interferes with school discipline;
- Malicious destruction of property;
- Possession of alcohol, drugs, drug paraphernalia, or weapons, including facsimiles of guns or other weapons; and
- Possession or use of tobacco and tobacco products.

*At the beginning of the year, all students sign and acknowledge they have read and understand the Code of Conduct for Holliston High School.*

## Chain of Communication

One of the goals set for Holliston High School is to increase communications among students, parents, teachers, and administrators. Therefore, any concerned individual should feel comfortable contacting any member of the Holliston High School administration, faculty, or staff. In all instances, initial contact should be made directly to the **teacher** or **coach**. If you have any further concerns, please be aware of the following chain of communications:

- 1) Appropriate Department Leader
- 2) Appropriate Administrator    Mr. Chris Cook, Assistant Principal (grades 10 & 12)  
   Ms. Karen Archambault, Assistant Principal (grades 9 & 11)  
   Ms. Kim Condon, Student Services Administrator  
   Mr. Matthew Baker, Athletic Director
- 3) Principal                                Ms. Nicole Bottomley, Principal

## *General School Information*

School is in session:	8:10 – 2:43
Early release dismissal:	11:10am
Main Office hours:	7:30 – 3:30
School Counseling Office hours:	7:30 – 3:30

### Bell Schedule

Time	Block	Minutes
8:10 - 9:27 am	1st Block	77
9:27 - 9:31 am	Passing Time	4
9:31 - 10:48 am	2nd Block	77
10:48 - 10:52 am	Passing Time	4
10:52 - 11:33 am	DSB	41
11:33 - 11:37 am	Passing Time	4
11:37 am - 1:22 pm	3rd Block & Lunch	77
11:37 am - 12:02 pm	1st Lunch	25
12:17 - 12:42 pm	2nd Lunch	25
12:57 - 1:22 pm	3rd Lunch	25
1:22 - 1:26 pm	Passing Time	4
1:26 - 2:43 pm	4th Block	77

## Rotating Schedule

Please note: the schedule of periods will rotate over a four-day cycle as indicated below.

"A" Day	"B" Day	"C" Day	"D" Day
A	B	C	D
B	C	D	A
"B" - Directed Study	"C" - Directed Study	"D" - Directed Study	"A" - Directed Study
C	D	A	B
D	A	B	C

School Committee Policy	Title	Code JICB
	<b>Care of School Property Issued to Students</b>	

*The text of School Committee Policy – Code JICB – “Care of School Property Issued to a Student” may be found on the Policy Website. In the event of a violation of this, the guidelines outlined below will be followed.*

### *Holliston High School Guidelines regarding the Care of School Property Issued to a Student*

Students are responsible for and are expected to maintain proper care of all school property issued to them. Once issued, students are responsible for payment of any items lost, stolen, or damaged. Each item not returned will be assessed at a rate comparable to the current replacement cost. All students provided a school-issued Chromebook are offered the ability to purchase insurance for the device at a cost of \$40 per year. For additional information about Chromebook computers provided by the high school and the insurance offered, please see the Technology Program located on the Holliston High School website.

## Emergency Response Plan

Holliston Public Schools believe that the best strategy for dealing with emergencies is preventing them. Therefore, time and resources have been focused on district programs and activities for the identification and prevention of violence. A school climate of respect is a core value at all levels. Social competency, skill training, and implementation exist in Pre-K – Grade 4 in each classroom; peer mediation is a focus for the Middle and restorative justice for the High Schools.

All schools will conduct drills to ensure that students and staff are familiar with the essential requirements of moving to designated areas and/or responding to an evacuation plan. The plan will undergo periodic review and continual updates.

During the 2013 – 2014 school year, Holliston High School implemented Intruder Response Protocols (IRP). Each year, students and faculty undergo IRP training to ensure readiness in the event of an emergency. These protocols empower students and faculty to make educated decisions about evacuation, hiding out in classrooms or taking action based on the available information and safety of students.

## Evacuation (Fire Drill)

Periodic evacuation (fire drill) drills will be held. The signal will be a prolonged ringing of the fire alarm. Directions for swift and orderly evacuation of the building are posted in all rooms. Good order is to be maintained during the drill.

When the first signal rings the following plan should be followed and supersedes any directional hallway guidelines:

1. Each group should leave the room and exit the building in a quiet, orderly manner.
2. Two students of the first group reaching an outside exit shall be delegated by the teacher in charge to hold the outside doors until all groups have passed through.
3. If the signal rings during a passing period, go down the nearest stairway and out the nearest door, and identify yourself to the nearest teacher.
4. Remain at least 100 feet away from the building, off the road and driveways, and 50 feet away from the fire trucks. Student should stay with their teacher(s) and other members of their class to facilitate an attendance check.
5. Teachers must take attendance to make sure all students are accounted for and report any missing or extra students to school administration.
6. Return inside when the all clear is sounded.

## Buzzer System

Holliston High School, in conjunction with the support of the Holliston Police Department and the Holliston Fire Department, has implemented a buzzer system to enter the facility. As is the case with all the other schools in the district, several doors will be open and unlocked prior to the start of classes (8:10 AM) allowing students and staff to enter school quickly and efficiently. Doors will be locked just after the bell rings at 8:10 AM. **Visitors must check in at the main office upon arrival.** Following the bell all students, staff and visitors will only be allowed to enter the school via the front door. To request entry, a visitor should press the button on the entry system and respond to the questions from the office staff who will determine if the visitor has a legitimate reason to be allowed entry into the building.

## District COVID Safety Guidelines

All health and safety guidelines related to COVID-19 will be determined by the Holliston School Committee and Holliston Administration. These are subject to change based on guidelines and mandates from the state of Massachusetts.

## Holliston Parent Teacher Organization (PTO)

The Holliston Parent Teacher Organization is a volunteer parents group that works closely with the school administration and teachers to provide Holliston's children in grades PreK-12 with special programs and services during the school year. Each school has a dedicated group of volunteers from the Holliston PTO working to provide information, special programs, and grants. Money raised through dues and several fund raising activities is used to support many different programs at all levels of the system. For more information about the association and how to become involved, visit [www.HollistonPTO.org](http://www.HollistonPTO.org).

## Lunch/Cafeteria



For the 2022-2023 school year, each day students who attend Holliston Public Schools are provided the opportunity to buy a nutritious complete lunch **which adheres to the National School Lunch Program guidelines**, consisting of a protein rich entree, vegetable, fruit, bread and milk is available for students to purchase in our cafeteria. Students must take either a fruit or vegetable in order for their lunch to be considered complete.

The U.S. Department of Agriculture will continue reimbursing schools and childcare centers for *free meals* to all students regardless of their income through the 2022-23 school year.

The standard price for the High School is **\$3.50** for lunch, including milk. Milk may also be purchased separately for **\$0.60**. Individual items such as ice cream, hot pretzels etc., are available for purchase as well. Selections and pricing varies. To obtain an application for free/reduced lunch please click on the following link [Free/Reduced Lunch Information](#).

To purchase a lunch students must have cash or a prepaid lunch account. [Click here for payment options](#). If your prepay account is in arrears or your child forgets their money, **a lunch** will be served and charged accordingly if/when the Commonwealth of Massachusetts no longer budgets for school meals. Please note that “Charges” for lunch will be accepted only in the case of an emergency. If a charge is necessary, families are responsible for repayment of the lunch fee on the next day. We appreciate your help and support with this.

Students are reminded that food/beverages should be consumed only in designated areas.

Students and their families may apply for free/reduced lunch assistance through [this link](#), the Main Office, School Counseling, or the cafeteria cashiers at any time.

At lunchtime and at any other time during the school day, the parking lot and loading dock areas are off limits.

<u>School Committee</u>	<u>Title</u>	<u>Code</u>
<u>Policy</u>	<b><u>Collection of Payment for School Meals</u></b>	<u>EFDA</u>

The text of School Committee Policy – Code EFDA – “Collection of Payment for School Meals” may be found on the Policy Website. The guidelines outlined below will be followed at the High School.

## **Lockers**

Students have the option of utilizing a locker and will have a specific locker assigned for them. Students must use the lockers assigned to them for the current school year, and they are accountable for that locker and its contents. Opening another student’s locker is a suspendable offense. Since lockers are school property, students are reminded that they are subject to inspection by Administration at any time, and they should not have any reasonable expectation of privacy.

Students cannot place personal padlocks on their assigned lockers. Students should report broken/jammed lockers to the Main Office.

It is the student's responsibility to make sure corridor and Physical Education lockers are secured. At no time should students carry large sums of money around the school or keep money in lockers. Loss of personal or school-issued properties is the responsibility of the individual student. The school does not carry insurance to reimburse students for lost or stolen articles.

### **Messages for Students**

Students will receive digital messages via email and the Remind app as often as possible to reduce in-person exchanges and maximize their time in classrooms. If a physical form of documentation needs to be picked up or delivered the student will be called to the main office. In case of emergency, students are called to the office immediately. The school cannot assume responsibility for delivering personal messages or deliveries to students if students do not respond when their name is called.

### **Notices**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are posted on the school website on a daily basis. Additionally, selected notices are announced over the public address system following the Pledge of Allegiance and a moment of silence. Students responsible for notices must have them approved by their advisor before presenting them to the office. Students are expected to be attentive during daily P.A. announcements.

All posters and other advertising must be approved by the Holliston High School Administration.

### **Student Identification Cards**

All students will have a picture identification card produced for them. Picture I.D. cards are necessary to gain entry to school dances. Five dollars (\$5.00) will be charged to replace a lost or damaged picture I.D. card.

## ***Academic Information***

### **Academic Levels**

Each course has an academic level rating, which indicates program demands and the relative degree of educational challenge:

Advanced Placement  
Honors courses  
College Preparatory I courses  
College Preparatory II courses

Please review the [Program of Studies](#) to better understand the course requirements at each level.

## **Accelerating in a Course of Study**

In some instances, students have advanced skills and knowledge in particular subject areas and wish to move through the course sequence in an accelerated fashion. Students are allowed to do so under the following circumstances.

- Eighth grade teachers may recommend students for entry into the High School course sequence at a different point than normally prescribed. Those recommendations must be made by the last day of the student's eighth grade year.
- Once students enter the high school course of studies the student must petition the principal to accelerate through the course of studies (including the summer between their 8th and 9th grade years). In order for the principal to approve an accelerated course the following conditions must be met:
  - The course must be pre-approved by the principal
  - The course must be offered at an institution that is accredited by the New England Association of Schools & Colleges or a similar, regional accrediting body.
  - The curriculum in the proposed course must closely align with the course offered at the high school.
  - Students must successfully complete the proposed course and pass the high school final exam with an 85% average.

Other provisions for Course Acceleration:

- Students and their families are responsible for all costs associated with the course
- The course must not interfere with other coursework the student is engaged in at HHS
- Successful completion of the requirements provides the student with advanced standing in the sequence of courses. Credit for the course will not appear on the HHS transcript; however, school counselors will work with students to submit independent transcripts from the sponsoring institution as part of the college application process.
- If the student moves through all of the available courses at HHS the school is not obligated to offer or arrange for further coursework.
- Students must meet all graduation requirements for HHS, including the total number of credits needed, the number of credits needed in each department, two and half credits earned during second semester senior year and any other requirements listed in the Program of Studies.
- Any exception must be approved by the high school principal.

## **Access to Student Records**

A student who is at least eighteen years old who wishes to limit the rights of their parent/guardian should make that request in writing to the Principal. However, the parent/guardian will continue to retain all rights until expressly limited by the student. As

provided in M.G.L. c.71, §34E, the parent/guardian of any student enrolled in Holliston High School retains the right to inspect the student record, regardless of the age of the student.

### **Advanced Placement Program**

The Advanced Placement (AP) Program is a cooperative education endeavor of the College Board. This program is national and allows students to complete college level course work while attending Holliston High School. This is accomplished by providing practical descriptions of college-level courses to interested schools and the results of examinations based on these descriptions to the college of the student's choice. Participating colleges, in turn, may grant credit and/or modify course placement to students who have done well on the examinations, based on the college-specific AP credit policy. Thus, the Advanced Placement Program extends educational opportunities available to students by effectively relating college-level courses at the high school to appropriate credit and placement at the college the students eventually attend.

- All students enrolled in Advanced Placement courses are required to take a final assessment at the conclusion of the course irrespective of their intention regarding the College Board examination. Exception: Seniors with an A- or better course average may, at the teacher's discretion, be exempt from the final assessment.

### **Availability of Courses**

The [Program of Studies](#) contains a wide variety of courses, some of which are limited in enrollment. Staffing decisions are made in light of course enrollment and available resources. Low enrollment or staffing constraints may result in the cancellation of some courses and/or sections of courses. A Semester Block course may be modified to a Term Block course. Students enrolled in Three-Term Block courses may have a change of instructors at term breaks. Changes are not limited to those listed. Within the courses allowed, student needs will be of prime importance when any modification is put into place. Additionally, students may be able to enroll in an online learning program through TEC, Educere, or another Principal approved online learning provider. Courses offered through online learning programs may or may not follow the same calendar for the start and end of the term. It is important to confirm this information with the course instructor and the Holliston High School School Counseling staff. For further information regarding online classes, please refer to the Program of Studies.

### **Credits**

Credits are granted for all courses and are entered into student records upon successful completion of each course. The Program of Studies contains the credit value for courses. Credits may also be granted for successful completion of summer school work.

### **Directed Study Block**

To enhance the effectiveness of this time block, the following guidelines will be followed.

Students remain in their regularly scheduled second block class. This extended time may be used for quiet generalized study, program enrichment, and/or course remediation; dependent upon the individual academic needs of each student.

Since teachers may often be involved in either enrichment activities or remediation efforts, they cannot accept students on a "drop-in" basis. Therefore, it is important for students to plan ahead with their teachers if, for academic purposes, they wish to visit an alternate classroom.

- Unverified absences from the Directed Study Block component of the Block Two classroom can be treated as a class cut with the assignment of detentions and/or suspension.
- Directed Study Block time on Fridays will be devoted to the Advisory Program.

### **Junior/Senior Lunch Privileges**

It is the intent of Holliston High School to support and teach students to make good choices and to use their time wisely. Junior/Senior Lunch privileges are meant to help our students prepare for life after high school. Lunch privileges allow members of the Junior and Senior Classes to leave the school premises *during lunch Monday through Friday*.

#### **REQUIREMENTS:**

- **All students must sign in and out electronically when leaving the building. QR codes will be available at the main entrance to the building where students can sign in or out.**
- Seniors are automatically granted privileges unless they are declined on the Annual Student Verification Form, or by parents/guardians contacting an administrator.
- Juniors must have a completed and signed parent/guardian Annual Student Verification Form in order to be granted privileges.
- Juniors/Seniors must maintain good discipline records, i.e. no suspensions, no DSB or class cuts, or chronic tardiness to school.
- Juniors/Seniors must observe the guidelines for attendance as found in the Student & Parent Handbook.
- Juniors/Students must obey all traffic laws on campus.
- Lunch cannot be consumed in the parking lot and students are not to loiter in the parking lot during Lunch times.

#### **LOSS OF JUNIOR/SENIOR PRIVILEGES May occur for the following reasons:**

- Loss of the Lunch Privileges begins on the date that consequences are assigned for an infraction.
- Privileges may be restricted based on academic standing.
- Involvement in a discipline problem that results in Saturday School, suspension, or that the Administration deems worthy of loss of privilege.
- Chronic tardiness or absences
- Taking a student who does not have Privileges off campus.
- Parents/Guardians may rescind permission at any time.

#### **REGAINING PRIVILEGES:**

If the loss of Lunch Privileges was due to a disciplinary consequence or for attendance concerns, a student may “earn back” the privilege by demonstrating a six school day “clean record” – free of any disciplinary incidents or tardiness - and in consultation with their administrator.. Any student who attempts to exercise their Privileges after these privileges have been suspended will be subject to more severe consequences up to and including suspension.

### **Senior Advisory Privileges**

#### **SENIOR ADVISORY PRIVILEGES**

Seniors are permitted to leave during *Advisory on Fridays between 10:52 - 11:33 am*. This **does not** include DSB Monday through Thursday

Please refer to the requirements, loss of privileges, and regaining privileges above as they also pertain to Senior Advisory Privileges.

### **Extramural Academic Program**

Occasionally students and their parents/guardian elect to participate in temporary, educationally approved programs outside of Holliston High School for a portion of the school year. Examples are Ski School, Snowboarding School, Equestrian School or other accredited programs pre-approved by the Principal. In such approved, non-medical situations when this program constitutes the entirety of the student's academic day, the student will be withdrawn from Holliston High School for the duration of this alternative setting and re-enrolled upon their return. Grades for students whose parents elect an alternative, approved program are not integrated with the grades from Holliston High School and are listed separately on the student's high school transcript. Additionally, a Holliston High School grade point average will not include grades for courses taken in these elected programs outside of Holliston High School. Attendance in these programs does not exempt a student from meeting the Holliston High School graduation requirements as outlined in this handbook.

### **Final Assessments**

Final assessments are given in all courses except by administrative waiver. Final assessment grades are listed separately on student grade reports and are included when the final grade for the course is calculated.

#### **Goals for Final Assessments include:**

- To provide a meaningful "summary" activity at the conclusion of a major segment of academic work.
- To provide teachers with a measure of the degree to which the enduring understandings of the course were met by the class as well as by individuals.
- To provide teachers with an opportunity to assess learning targets and adjust instructional practices.

#### **Procedures for Final Assessments:**

- Assessments are given over a specified two-day period, with two block courses scheduled for each day. These dates are subject to change based on adjustments to the school calendar.
- Assessments are a full scheduled block in duration. Students finishing early must remain quietly in the classroom.
- Assessments count twenty percent of the final course grade, and therefore, are extremely important. They must be approached seriously. Among other reasons, they provide an excellent opportunity for students to demonstrate their mastery of the course material.
- Assessments are a culminating learning experience for all students; therefore it is important that parents/guardian and students plan to ensure attendance during the assessment period. All students must take assessments when scheduled. Make-up assessments, by nature, are difficult to cope with and if delayed, may cause the student to receive an "incomplete" at the end of the term. "Illness" or "serious family emergencies" are the only valid excuses for make-ups. Parents/Guardian must call the school and

Speak to the principal to explain any student absence before the student is allowed to take the assessment.

- Students MAY NOT take final assessment in advance of the regularly scheduled assessment date.
- Students whose families request permission to take the end-of-year (second semester) final assessment on an alternate date from the regularly scheduled assessment period, for reasons such as employment or vacation, may, at the discretion of the principal, take the final assessment during the summer vacation months or upon return to school in September.
- Commitment to school-endorsed programs, e.g. Boys' State, Girls' State, will be honored. Students elected to attend Boys' or Girls' State will either take their Final Assessments Prior to attending Boys' or Girls' State or will be exempt from their Final Assessments.
- Seniors with an A- (or better) course average at the end of each course, may, at the teacher's discretion, be exempt from the final assessment.

### **School Counseling Information**

The School Counselors are committed to supporting students on their journey through high school and in planning for the future.

The vision and the commitment of the HHS School Counseling Office is to empower students to embrace their potential by understanding and managing their emotions, setting and achieving positive goals, feeling and showing empathy for others, establishing and maintaining positive relationships, and making informed decisions and healthy choices.

In addition to the occasional visit from therapy dogs, there will be a therapy dog in the School Counseling Office on a daily basis. Research demonstrates that therapy dogs not only improve the emotional, mental, and academic productivity of students, but also improve the school culture as a whole.

### **College Visits**

Juniors and seniors are encouraged to visit colleges and universities to explore avenues and areas of interest. In order for these absences to be excused, students must submit documentation by the college admissions office confirming the student's participation.

### **Student Records**

School Committee Policy	Title	Code JRA
	<b>Student Records and Directory Information</b>	

*The text of School Committee Policy – Code JRA – “Student Records and Directory Information” may be found on the Policy Website. The guidelines outlined below will be followed at the High School.*

Federal and state laws provide parents/guardian and eligible students (those who are age 14 or older or in the ninth grade) with rights of confidentiality, access, and amendment relating to student records. Copies of the Massachusetts Student Records Regulations, 603 CMR 23.00, (“Regulations”), which detail these rights are available in the office of the Principal and the



office of the Superintendent. The following is a general overview of the provisions in the Regulations.

#### Access and Amendment:

A parent/guardian or eligible student has a right to access student records and to seek their amendment if the parent/guardian or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the Building Principal. Records must be made available within ten days of the initial request, except in the case of non-custodial parent/guardian, as described below.

#### Access by Non-custodial Parents:

Massachusetts General Laws c. 71, §34H (“Section 34H”) governs access to student records by a parent/guardian who does not have physical custody of a student. Section 34H requires a non-custodial parent seeking access to submit a written request and other documentation to the Principal on an annual basis. Information may not be provided to non-custodial parents/guardian until they have complied with the statutory requirements. Parents/guardian who have questions or concerns regarding access to records by non-custodial parents/guardian are requested to contact the Building Principal for detailed information regarding the procedures that must be followed under Section 34H.

#### Confidentiality:

Release of student records generally requires consent of the parent/guardian or eligible student. However, the Regulations provide certain exceptions. For example, staff, employed or under contract to the district, have access to records as needed to perform their duties. The Holliston Public Schools also releases a student’s complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent/guardian.

#### Release Of Student Record Information:

With few exceptions, information in a student's record is not released to a third party without the written consent of the eligible student and/or a parent/guardian having physical custody of a student less than 18 years of age. Two notable exceptions are:

1. Directory Information - Directory information includes a student’s name, address, telephone listing, date, and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
2. Recruiting Information for the Armed Forces and Post Secondary Educational Institutions - Upon request from military recruiters and/or representatives of post secondary educational institutions, the Holliston Public Schools will provide the name, address, and telephone listing for all secondary students.

If an eligible student and/or parent/guardian do not want Directory Information or Recruiting Information released, they must notify the Principal in writing by no later than the end of September. Otherwise, this information is released without further notice.

Please be aware that a parent/guardian and/or eligible student may specify that only certain types of Directory Information or Recruiting Information may be released and that



the parent and/or eligible student may rescind a release at any time during the school year by providing notice in writing to the Principal.

Please refer to the Student Record Regulations for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.

## **Transcripts**

[Student Transcript Request forms](#) are available online and in the School Counseling Office.

Students may request a copy of their transcript through the School Counseling Office. For personal use, we ask for 24 hour notice to process. For college admissions purposes, we ask for 15 school days to process.

Transcripts include student's personal information, course names, levels, final grades and credits earned. A cumulative GPA is available on the transcript as well.

## **Grade Reporting**

Grading information is widely available through PowerSchool's Student/Parent Portal. Parents/guardian who wish to receive hard copies of these reports can request them through the main office.

### **Progress Reports**

Progress reports are issued by teachers generally at the middle of each marking period. Teachers submit progress reports for all students primarily indicating academic progress and may include comments for other specific reasons, such as commendations.

### **Student Grade Reports**

Term grade reports show courses taken, teachers' names, student grades, and teacher comments.

Student grade reports are issued four times a year at the conclusion of each term. Report cards are digitally published through our PowerSchool student information system. Parents who wish to receive a hard copy of this report can request the report through the main office.

### **Evaluation of Student Performance**

At the beginning of each course, each teacher will provide an explanation of course expectations, methods of evaluation, and the grading system. These may be provided electronically or written.

### **Letter Grades**

<b>A</b>	A+ 97-100	A 93-96	A- 90-92
<b>B</b>	B+ 87-89	B 83-86	B- 80-82
<b>C</b>	C+ 77-79	C 73-76	C- 70-72
<b>D</b>	D+ 67-69	D 63-66	D- 60-62
<b>F</b>	Below 60		

### **Withdrawing Grades – “WP” or “WF”**

Students withdrawing from a course will receive either a final grade of “WP” if the student is passing at the time of withdrawal or a “WF” if the student is failing the class at the time of withdrawal.

A grade of WF (withdraw / fail) will be included in annual calculation for GPA.

A grade of WP (withdraw / passing) will not be factored into either the annual GPA calculations.

### **Withdrawing Grades – “WE”**

A Withdrawn Excused is entered for a student who has experienced difficulties including but not limited to, medical issues, family circumstances, grieving or disaster that the Assistant Principal or Principal has deemed beyond the student’s control, detrimental to their academic performance and is thereby excused.

### **Incomplete Grades**

Students may receive an incomplete term or final grade due to excused absences or with administrative approval. *Students will have a two-week time-period, or other administratively approved time frame, in which to complete course requirements.* Teachers will collaborate with the student, family, and school counselor to determine an appropriate plan and timeline for the completion of work. If this is not completed, work will be recorded as a zero. Likewise, if a student does not take or make up a final exam, a zero is averaged into the final course grade.

## **Graduation**

### **Overview**

To receive a diploma, students must meet all requirements listed in the Student & Parent Handbook (refer to Graduation Requirements).

In addition, all outstanding obligations and discipline issues were satisfied in order to graduate. Any student who has not met all of the requirements for graduation as listed in this handbook is not permitted to participate in the graduation ceremony.

Students found to be involved in any action(s) deemed in violation of school discipline procedures may forfeit their opportunity to participate in any or all of the activities planned during the calendar of events for seniors *including the graduation ceremony* (refer to Behavioral Guidelines).

### **Graduation Performances**

Each year the Valedictorian, Salutatorian and Class President speak at graduation. The Valedictorian and Salutatorian are determined based on the calculation of GPA at the conclusion of Term 3 of their senior year.

Student musicians performing at graduation will be selected through an audition process and chosen by administration.

### **Graduation Ceremony**

Graduation practices are mandatory for all students intending to participate in the ceremony. During these practice sessions the mechanics regarding student involvement within the ceremony are reviewed, practiced, and refined.

On graduation day students convene one hour prior to graduation for final preparations. Decorations and alterations should not be added or made to the graduate's gown. However, students often decorate their caps as an expression of their individuality or future plans. If the alterations to the cap are deemed inappropriate by an administrator, the student will not be allowed to wear the cap and if supplies are available, a new cap will be provided for the ceremony. Students not appropriately attired as judged by an administrator are not allowed to participate in the graduation ceremony.

School Committee Policy	Title <b>Graduation and Diploma Policy</b>	Code IKFB
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*The text of School Committee Policy – Code IKFB – “Graduation and Diploma Policy” may be found on the Policy Website.*

It is the intent of the School Committee to offer each graduating Holliston High School student an opportunity to thank a current or retired Holliston school department employee who has made a significant contribution to that student's education.

Graduating students have the opportunity to invite a current or retired Holliston school department employee to hand them their diploma at graduation exercises, subject to the discretion of the High School Principal. Current or former School Committee members may present diplomas to family members.

Those students choosing to take advantage of this policy will submit, in writing, to the High School Principal, a request including the employee's name.

All other students will have their diplomas handed to them by the School Committee Chairperson, or someone delegated by said chairperson.

## **Graduation Requirements**

Diplomas are granted to students who completed the requirements for graduation as established in the curriculum approved by the Holliston School Committee.

All students are required to pass the Massachusetts Comprehensive Assessment System (MCAS) tests. Presently students must achieve competency, based on criteria set by the Department of Elementary & Secondary Education in English Language Arts, mathematics, and Science and Technology/Engineering MCAS assessments.

For a student entering high school after freshman year from schools that use other credit structures, the high school administration will determine the requirements necessary for graduation.

All students must earn 26 credits for graduation. All students must meet the following minimum requirements:

Prescribed Credits:

- English (4.5 credits): to include (1) semester core credit each year and (.5) Essay Writing credit by the end of sophomore year
- Fine and Performing Arts (1 credit)
- World Languages (2 credits): defined as (2) credits of core course work in the same World Language (a waiver for extenuating circumstances is available, information may be obtained through the School Counseling Offices)
- Mathematics (4 credits): To include (1) credit junior or senior year \*\*\*
- Science (4 credits): To include (.5) Science, Engineering and Technology credit during the Freshman year (except students taking course 310 or 311) and (1) credit sophomore, junior and/or senior year\*\*\*
- Social Studies (4 credits): To include (1) credit junior or senior year. Sequence of courses: United States History I, Modern World History or Advanced Placement European History, United States History II or Advanced Placement United States History; junior and/or senior elective offerings.
- Wellness (2.0 credits): To include (.5) credits each year. Sequence of courses: Wellness 9, Wellness 10, Wellness electives junior and senior years. A student must complete Wellness 9 and Wellness 10 prior to enrolling in Wellness electives junior or senior year.

\*\*\*The Massachusetts Department of Higher Education Admission Standards for entrance into the Massachusetts State University System has been updated. The updates to the minimum entrance standards are as follows:

- Starting with Fall of 2016, to be eligible for admission, students will need to complete 4 courses of high school mathematics and 1 course credit must be completed during their senior year. Based on these minimum requirements students need to complete either:
  - \*Algebra I, Geometry, Algebra II and 1 full credit beyond Algebra II your senior year
  - \*Geometry, Algebra II, and 2 full credits beyond Algebra II (one must be your senior year)
- Starting with the Fall of 2017, to be eligible for admission, students will need to complete 3 courses (from Natural Science and/or Physical Science) including 3 courses with laboratory work.

All students must be enrolled in four (4) subjects during each term. Students may select between Three-Term Block courses, Semester Block courses, and Term Block courses in filling out their schedules. Upon successful completion with a grade of 60 or above, a student will receive 1½ credits for each Three-Term Block course, 1 credit for each Semester Block course, and ½ credit for each Term Block course.

Seniors must earn a minimum of 5 credits during their senior year with at least 2.5 of those credits earned during the second semester.

## [Homework](#)

School Committee Policy	Title <b>Homework</b>	Code IKB
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The text of School Committee Policy – Code IKB – “Homework” may be found on the Policy Website.

The Holliston Public Schools believes that homework contributes to the understanding of and engagement with the curriculum, the practices of skills and the reinforcement of learning. It enriches school experiences and promotes a permanent interest and joy in learning. It stimulates individual initiative, personal responsibility, and self-direction.

Holliston High School believes that all homework should be purposeful, age and developmentally appropriate, and engaging.

Homework will not be assigned during the four scheduled vacation periods: Thanksgiving, December, February and April. Any exceptions require the prior approval of the building principal.

### **Honor Roll**

The Honor Roll at Holliston High School is based on a student’s numerical term grade average which will be converted to an alpha grade on report cards. This is calculated at the end of each term block. Students will earn distinction according to the following criteria:

Principal’s List	92.50 – 100.00
High Honors	88.00 – 92.49
Honor Roll	82.50 – 87.99

To be eligible for Honor Roll, students must maintain a full course load for the term, may not have any grade lower than a B-, nor have an incomplete grade.

Awards are presented on the basis of honor roll placement and are distributed to students in school or at seniors awards night, depending on the format for the current program. The award designations are as follows:

- Silver Certificate: earned by placing on the Honor roll three times in any year.
- Gold Certificate: earned by placing on the Honor roll at least six terms of two consecutive years.
- Academic Letter: earned by placing on the Honor Roll at least nine times of three consecutive years.
- Academic Pin: earned by placing on the Honor roll at least thirteen terms during their high school years.

### **Innovative Curriculum**

Chapter 71, Section 13 of the laws of the Commonwealth of Massachusetts stipulates: In every public high school having not less than one hundred and fifty pupils, any course not included in the regular curriculum shall be taught if the parents or guardians of not less than thirty pupils or of a number of pupils equivalent to five percent of the pupil enrollment in the high school, whichever is less, request in writing the teaching thereof, provided said request is made and said enrollment is completed before the preceding August 1<sup>st</sup> and provided a qualified teacher is available to teach the course; and provided that this course is approved by a 2/3 vote of the full membership of the School Committee. The teaching of any course as provided by this section may be discontinued if the enrollment of pupils falls below fifteen. Such courses as may be

taught under this section shall be given the same academic credit necessary for a high school diploma as is given to similar courses taught in said public high school, provided that the School Committee shall make a determination as to the credit equivalency of such course prior to its being offered.

### **Dual Enrollment**

The Holliston School Committee recognizes that a number of alternative programs exist that are not predicated upon the traditional four-year high school experience but which nevertheless may offer new challenges and educational opportunities for certain students in conjunction with the Holliston High School experience. High school students in Massachusetts have the opportunity to enroll in a Dual Enrollment Program at any Massachusetts State College or University providing that the state has chosen HHS as a Dual Enrollment location/partner. Dual Enrollment is a specific program recognized and sponsored by the Department of Education. In this program, the student takes college courses (1 or more) and receives appropriate high school credit for the college course(s). The costs are paid by the state. Participation in a Dual Enrollment program is subject to the approval of the high school principal. A request must be made to the principal in writing by February 1<sup>st</sup> of the year prior to enrollment. Students who participate in Dual Enrollment programs will not graduate early but rather will graduate with their class at the normal time.

### **Making Up Work**

#### **Make-up Work if Absent (short term absence):**

Students are expected to make up work missed during absences within a reasonable period of time to be arranged with the teachers. Work not made up may be recorded as a zero. In cases of extenuating circumstances, administrators and/or teachers will consider exceptions.

#### **Make-up Work if Absent (long term absence):**

Testing: All tests and quizzes for students who experience long term absences or chronic medical conditions will be administered under the supervision of the teacher or main office personnel. All homework requests should be made to the school counseling department.

#### **Make-up Work If Suspended:**

Being suspended is a serious consequence of inappropriate behavior. However, suspension is not meant to be an academic punishment. Students who are suspended are eligible to make up work for full credit. Students are expected to complete all work missed within five (5) school days of their return from suspension. In extenuating circumstances, school administration may grant additional time for making up work. Failure to make up work within the allotted time may result in a zero.

### **Massachusetts Comprehensive Assessment System (MCAS)**

For the most up to date information regarding the Massachusetts Comprehensive Assessment System please visit the Massachusetts Department of Elementary and Secondary Education [MCAS website](#).

## **National Honors Society/Aristos Chapter**

A sophomore or junior student who achieved a Grade Point Average of 3.5 is academically eligible for consideration for election to the Aristos Chapter of the National Honor Society. The Grade Point Average (GPA) is the entry-level requirement for those invited to become members, and it must represent enrollment in a full academic course load at Holliston High School or its equivalent as determined by the Faculty Council. All candidates must have spent at least one semester at Holliston High School. Grades for all subjects for which credit is given are used to compute the scholastic average.

Students who wish to become National Honor Society members must also supply the Faculty Council with evidence of their service, character, and leadership qualification through submission of a portfolio. Candidate portfolio guidelines are posted online on the Holliston High School Aristos Honor Society website. To begin the portfolio process, a sophomore or junior who attends Holliston High School is notified of grade point average eligibility. The Faculty Council, a committee of five faculty members appointed by the Principal, serves as the administrative body that selects and reviews membership, approves constitution and by-law changes, and regulates the society's activities. This body reviews a candidate's credentials and offers an invitation to those whom they select.

Once members, students must exhibit good character at all times, participate in 15 hours of service to the school and community each semester, maintain a Grade Point Average of 3.5 or above, and complete a leadership project each year as stipulated in the chapter by-laws. The local chapter's by-laws are available online on the Holliston High School Aristos Honor Society website. Members also must attend the annual induction event and mandatory National Honor Society service projects.

A faculty advisor serves as a liaison between the Faculty Council and chapter members. The advisor's role is that of a student advocate. Any concerns regarding the National Honor Society or its members, not adequately explained in the by-laws, should be addressed to the advisor.

## **Promotion/Retention**

### **Grades 9-11**

A student's grade placement is determined prior to the beginning of each school year. Students who do not meet the required credits for promotion will be reclassified and remain in the newly assigned grade until the necessary credits are earned for grade advancement.

Therefore, students who fall behind in grade placement are encouraged to attend summer school in order to remain with their original classes. Students who have fallen behind and have been reclassified may regain placement with their original classes and/or meet graduation requirements by earning the required credits to advance. Students should check with their school counselor for appropriate course placement.

### **Credit Requirements needed to enter Grade:**

Grade 10:	5.0
Grade 11:	11.0
Grade 12:	18.0



Correspondence courses will not be considered as part of the program or graduation requirements. Students expecting to receive credit for off-campus courses, such as summer school, must obtain prior approval from the Principal. Transfer credits are subject to approval by the Principal.

## **Repeating Courses – Academic Procedures**

- A. A student who fails a class will receive an “F” grade and 0.00 credits, which will remain permanently on the student’s transcript and will be used in the calculation of GPA.

Option 1: Summer School, provided the failing grade is above 50 or based on administrative approval. The summer school grade and appropriate credit will be noted on the transcript, used in the calculation of GPA.

Option 2: Repeat Class, provided there is availability. A student who repeats a class at Holliston High School will have the class, grade and credit earned added permanently to the transcript, which will be used in the calculation of GPA, along with the previously failed grade.

- B. A student who passes a class and receives credit may repeat that class at the same academic level (provided there is an opening in the class) to improve the grade. In this case, the repeated class and grade are added to the student’s transcript. Although the original class and grade will still remain on the student transcript, credit will be assigned to the higher grade and used in the calculation of the student’s GPA.

## **Schedule Changes**

### **Discrepancy in Courses Selected and Teacher Recommendations**

If students or parents/guardian wish to override a course recommendation, they must request an override through the established school procedures. Information about the override process is made available by school counseling during the course selection process.

### **Add/Drop:**

Add or drop requests will be honored within the first 5 days of the course commencing.

*Students must attend all assigned classes until they receive notification that all parties have approved the changes. Failure to do so will result in disciplinary action.*

Add or drop requests will be honored within the first 5 school days of the course commencing.

*Students must attend all assigned classes until they receive notification that all parties have approved the changes. Failure to do so will result in disciplinary action.*

### **Level Change Requests:**

Level change requests must be initiated not later than the first 10 school days of a course. Such requests should be initiated through the student’s counselor. Any exceptions will be subject to administrative review. *Students must attend all assigned classes until they receive notification that all parties have approved the changes. Failure to do so will result in disciplinary action.*

### **Semester Block Withdrawals:**

Students may withdraw from a semester block class only at the conclusion of one term and with parental and administrative approval. Students will receive the grade earned for the term grade.



The final grade will become a “WP” - Withdraw Pass if the student is passing (60 or higher) the term or a “WF” – Withdraw Fail if the student is failing the class at the end of one term.

### **Administrative Removal from Class**

Students who are removed administratively from a course because of behavioral problems shall lose credit for the course and not be allowed to make up the course in summer school. When a student is administratively removed from a course, the final grade for the course is an F. This grade is included in the calculation of the student’s GPA.

## **School-to-Career Internship Program**

Holliston High School students are encouraged to develop career interests and abilities through involvement in the School-to-Career Internship Program. Participation in this program is based upon satisfactory completion of prerequisites and administrative approval. Students must be in good academic and behavioral standing to participate in this program.

The Internship Program is designed to assist seniors, and occasionally other grades, as they begin to make career decisions. Internships afford students the opportunity to understand the relevance of classroom academics to the world of work while learning about available career options. Students must secure the endorsement of their School Counselor and an Administrator based upon a proven record of maturity, responsibility, academic success, and good attendance and discipline records.

The Career Internship Program allows students to:

- Identify and explore career fields before they commit to years of preparation.
- Receive academic credit from their high schools for their internship experiences.
- Discover the relevance of their academic studies to work.
- Learn the standards and expectations of the working world.
- Evaluate their employment skills and needs.
- Test their decision-making abilities in workplace settings.

Seniors may elect an internship program as an out-of-school experience. Transportation is the responsibility of the student. The internship is scheduled for a minimum of 50 hours per term.

The student is expected to be present at the internship placement according to the time schedule established between the sponsor and the intern.

The intern is responsible to notify the sponsor if they are unable to attend the internship because of illness. Holliston High School expects an intern to take their placement seriously and consequently attendance is mandatory.

If for some reason the intern decides that the placement is not appropriate, the student must notify in writing the coordinator and/or their school counselor by the end of the first week of the term during the drop/add period. The student will then have the option of dropping the internship and taking a class.

Interns are required to write weekly journals provided by their coordinator. Seniors are permitted the maximum of two terms of career internship per year. ALL out-of-school work internships/placements must be arranged through the Internship Program. Holliston High School is not responsible for monitoring students at work sites.

## **Summer Assignments**

Summer assignments can be found on the [Holliston High School website](#) and are updated before the school year ends in June.

## **Summer School**

Summer school is not offered at Holliston High School but is available locally and through approved online vendors. Registration and application materials are available in the School Counseling Office early in June. No more than two credits may be earned each year through summer school participation. School Counselor or administrative approval is required for all summer school courses.

### Remediation:

With a final grade of 50 or higher in a particular class, a student is eligible to attend summer school to earn credit for the failed course. We work closely with local schools and online providers who offer summer school. To review options and/or receive registration approval, if required, please see the student's counselor.

### Enrichment:

Students are welcome to enroll in enrichment courses over the summer. These courses will not be included on a student's Holliston High School transcript.

### Credit Retrieval:

If a student is nearing graduation and finding themselves short on credits, there is the potential to earn original course credit over the summer. Please make an appointment with the student's counselor to review the process.

With a final grade of 50 or higher, the student is eligible to attend summer school to repeat a subject failed during the year. With a final grade of 60 or better, the student is eligible to attend summer school to improve the subject grade in order to meet a prerequisite requirement. If approval for registration is requested for a summer school course out of the area, the counselor must be provided with an official catalog and course description before consideration of approval. All summer school courses, whether taken for make-up review, original credit, or enrichment, are recorded on the student's permanent record in addition to the original course grade of F.

## ***Attendance Information***

Massachusetts Law requires compulsory attendance for all students. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. The school must uphold state laws relative to student attendance.

For the complete Holliston Public Schools' School Committee policy visit -- [HSC School Absence and Dropout Prevention Policy](#)

Students under the age of sixteen are covered by the compulsory attendance law and are required to attend school “during the entire time the public schools are in session”. School committees are permitted to specify the conditions under which absences from school may be excused. Generally, absences are excused for illness or quarantine, death or serious illness in the family, observance of a religious holiday, weather so inclement as to endanger the health of the child, or any other exceptionally urgent reason. High School juniors are permitted one excused absence during their junior year for purposes of visiting college(s). Seniors are permitted up to two excused absences during their senior year for purposes of visiting college(s). In order for these absences to be excused, students must submit supporting documentation from the college(s) visited.

Whenever students find it necessary to be absent from school, parents/guardian should call the Main Office or email the attendance line ([hhsattendance@holliston.k12.ma.us](mailto:hhsattendance@holliston.k12.ma.us)) to report the absence. All students, regardless of their age, are subject to school procedures relating to truancy and unauthorized absenteeism. Students under the age of sixteen are subject to the compulsory attendance law - a part of which deals with habitual truancy and habitual absenteeism.

## **Attendance Daily**

### **Holliston High School Guidelines regarding Daily Student Attendance**

Time lost from class is irretrievable, particularly in terms of teacher’s instruction and the opportunity for interaction and exchange of ideas. Excessive absences (including tardiness and dismissals that result in class absences) will result in incomplete and unsatisfactory work, affecting course grades.

Students arriving to campus from 8:10 A.M. onward are considered as present to school for the day and are therefore subject to all existing school procedures as outlined in this handbook. Students may not elect to depart from campus unless they follow the established dismissal procedures.

Students legitimately leaving school grounds after 8:10 A.M. need to present documentation to the Main Office following school dismissal procedures.

Students who are absent from school must do the following:

1. Have a parent or legal guardian call the high school office at 508-429-0677 or email the attendance line ([hhsattendance@holliston.k12.ma.us](mailto:hhsattendance@holliston.k12.ma.us)) before 9:00 A.M. on the day of absence. This verifies the absence (i.e., not truant) and allows the student the opportunity to make up any work missed during the period of absence.
2. A student whose absence was not reported by a parent or legal guardian on the day of absence is required to present a note from the parent or legal guardian at the Main Office upon re-entry to school.
3. If a student fails to have their absence verified, the absence will be considered truancy. Truancy will result in student discipline.

For students who have five tardies (excused or unexcused) or five absences (excused or unexcused) per term, an internal review will be conducted by the school based team to identify, if necessary, whether appropriate interventions and/or accommodations are needed. For students with seven tardies or absences (excused or unexcused) per term a staff member will make contact

with parent/guardian and a meeting may be held. For those students who reach 10 days of tardies or absence (excused or unexcused) per term a letter regarding absences will be mailed home and the parent/guardian will continue to work with the school regarding missed educational time.

In order to take part in any athletic or extracurricular activities, a student must be present for at least 50% of the day. Students must be present for 3 hours and 17 minutes, anything less will exclude a student from taking part in any after school or evening activity.

## **EXCEPTIONS**

### **FAMILY VACATIONS DURING SCHOOLS TIMES ARE NOT EXCUSED ABSENCES.**

Some missed school days are for reasons beyond circumstances controllable by a student and will not count in calculating the maximum limit. Observance of religious holidays and bereavement (death in the family), when confirmed in writing by parents/guardians are two such circumstances. Additionally, students who experience long-term, medically induced absences (i.e. mononucleosis, surgery, etc.), psychiatric illness, or have documented chronic medical conditions should petition the principal for a waiver.

A doctor or nurse practitioner's note will excuse absences for an ongoing, chronic, or long-term illness (***long-term illness involves three or more consecutive days of absence***) provided that the note is written on the doctor's or nurse practitioner's stationery, showing the name of the student and stating that the student was under their care for a particular time interval. Any homework requests can be made to the school counseling department during the student's absence.

## **Class Cuts**

All students are to attend all classes and assigned meetings unless excused by an administrator or the nurse. An unverified absence from class occurs when a student who is not absent or dismissed from school or excused from attendance by a member of the school staff, fails to attend an assigned class.

Students who cut classes may receive a zero for work missed or due that day. Additional disciplinary action as described below will be taken in all cases of class cutting.

- First cut of any assigned class per term: Meeting with Assistant Principal and may result in Office Detention.
- Second cut of an assigned class per term: One Office Detention.
- Third and subsequent cut(s) of any assigned class: the student is assigned a Saturday School for each class cut.

## **Dismissals**

A written note from a guardian stating a reason and time for dismissal should be brought to the Main Office before going to the first period of the day. A parent/guardian is the only one who may request a dismissal of a student from school. Students who are in attendance for less than 50% of the school day will be listed as absent.

Students may not leave the school building and/or the school property without specific, prior permission from the Main Office and their parent/guardian. Dismissal notification from a parent/guardian "after the fact" – following a student's departure from the building or campus will be considered a violation of this procedure and subject to disciplinary action.

- Students returning from dismissal shall report to the Main Office for re-admittance to classes and other school activities.
- Any student who is in attendance less than 50% of the day is ineligible to attend any school functions.

## **Emergency School Closing**

School Committee Policy	Title <b>Emergency School Closing</b>	Code EBCD
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*The text of School Committee Policy – Code EBCD – “Emergency School Closing” may be found on the Policy Website.*

Methods and procedures for emergency cancellations are currently being updated based upon the Holliston Public School District’s adoption of Power School and Bright Arrow.

## **Tardiness to Class**

The Main Office does not issue passes for unexcused tardiness to class. Students who are habitually tardy to class are referred to the office. Students may be asked to serve a teacher detention or an office detention based on the situation, discretion of the teacher or frequency of occurrence.

## **Tardiness to School**

A student who arrives to school after the first period bell is tardy to school. If a student arrives between 8:10 and 8:20 am they should go directly to class where their teacher will update their attendance status. Any student arriving after 8:20 am must report directly to the Main Office. They should present a note from a parent/guardian at the time of arrival to verify the tardiness. If a student forgot to secure or is unable to present a note at this time, they will be considered as an unverified tardy to school. Failure to present a note or verifying the tardiness through a phone call or email from a parent/legal guardian may result in the assignment of office detention(s), Saturday School, or suspension(s).

*All issues relating to tardiness to school need to be resolved on the day of tardiness.*

Students are given passes to enter their first period classes if arrival occurs after 8:30 am. No student is allowed to enter class without this pass.

A student who is tardy must check in with the teacher whose classes were missed to obtain assignments and to make arrangements for make-up work.

Students with excessive tardy dates are subject to after-school detentions, Saturday school and/or suspension.

## **Truancy**

Any student who is absent for all or part of the school day without the knowledge/consent of their parent/guardian or who leaves school during the school day without prior knowledge and consent of school authorities and of their parent/guardian shall be considered truant.

Being truant and/or being late for class or missing a class deliberately is serious and disciplinary action will be taken.

An unexcused absence from school occurs when both parents/guardian and the school expect the student to be in attendance. For students under 16 years of age, in addition to school disciplinary action, the truancy officer may be involved.

- First offense per term: Meeting with Assistant Principal and may result in a Saturday School.
- Second Offense: One Saturday School.
- Third and subsequent offense(s): Two Saturdays, possible suspension, and a family meeting to implement an attendance plan.

In all cases of truancy, any work missed will be recorded with a grade of zero. All issues relating to truancy need to be resolved on the day in which the truancy is being addressed.

### **“Skip Days”**

Holliston High School does not recognize and will not accept the concept of an organized skip day. Individuals who skip school will face consequences as identified under Truancy. If more than 20% of a class is absent from school on a given day, the class may lose privileges that may include, but not limited to: Class trips, proms and Class Day (In-School Graduation).

## ***Behavioral Expectations Information***

School Committee Policy	Title	Code JK
	<b>Student Discipline</b>	

*The text of School Committee Policy – Code JK – “Student Discipline” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.*

### **Behavioral Expectations – Statement of Intent**

Students, employees, volunteers and visitors are all responsible for setting the standard for respectful behavior. Therefore, we expect that all members of the school community, while on school grounds, on school buses, or at school-sponsored events will be responsible for setting a positive example.

The behavioral guidelines that follow, in addition to the specific School Committee policies concerning student behavior (the full text of these policies may be found in the Holliston School System Policy Website), provide authority to impose distinct forms of discipline on an escalating scale--detention, Saturday school, suspension, and permanent expulsion--depending upon the nature and severity of the offense committed. The discipline code at Holliston High School is administered within the guidelines set forth by Massachusetts General Laws, regulations of the

State Department of Education, and the U.S. Supreme Court with regard to due process for students.

School rules and regulations apply to all school-sponsored events whether or not they take place inside the school building or on school grounds.

The Administration reserves the right to prohibit any behavior it believes interferes or might interfere with the educational process or any behavior that seems contrary to the school philosophy. In so doing, the administration may assign appropriate penalties.

## **Alcohol and Drug Policy**

School Committee Policy	Title <b>Alcohol and Drug Use by Students</b>	Code JICH
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All students have a right to receive an appropriate education in an environment free of alcohol and drugs. The Holliston School committee encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with alcohol and drug use.

In addition, the Holliston School committee encourages a spirit of cooperation and sharing of appropriate information about suspected use of alcohol or drug abuse between the Holliston Public Schools, the Holliston Police Department, and parents/guardians in an attempt to eliminate alcohol and drug use by students.

Students shall not possess, use, sell, give or otherwise transmit alcohol, drugs, or drug paraphernalia or be under the influence of alcohol or any illegal drug or regulated substance, as defined in M.G. L. Chapter 94C on any school property or at any school-sponsored activity or event away from or within the school. This includes the use of any illegal drug or regulated substance prior to attendance at, or participation in, a school-sponsored activity.

It is a violation of this policy if on any school property or at any school-sponsored event away from or within the school:

- A student is in possession of or under the influence of drugs or alcohol at a gathering.
- A student purposely tries to avoid detention with the intent of violating this policy.
- A student intentionally aids and abets another student to violate this policy.

Alcohol “breathalyzers” may be used to determine whether or not a student is under the influence of alcohol. Any student who refuses to cooperate with the police will be subject to the same disciplinary consequences as if they were under the influence of drugs or alcohol.

Students who violate this policy will be disciplined in accordance with school regulations and regulations published in the student handbook including but not limited to suspension or expulsion from any extracurricular activities, events or school organizations including athletic teams, and/or suspension or expulsion from school.

The building principal will have discretion in determining the appropriate disciplinary measures, including whether or not a student shall be suspended, from which activities, and for what period



of time. The School Committee will make a final determination if expulsion for alcohol-related violations is recommended by the building principal.

All school staff members must report to the building principal each and every known incident, suspected incident, or suspected pattern of use, possession or trafficking in alcohol or drugs or drug paraphernalia, or if any student is believed to be under the influence of alcohol or drugs.

## **Holliston High School Disciplinary Procedure regarding Alcohol and Drug Use by Students**

### **On School Grounds or School-Sponsored Activity Violations**

#### **Overview**

The procedure outlined below, in conjunction with school rules and regulations, is the procedure for Holliston schools regarding the discovery of drugs and/or alcohol in school, on school grounds or at school-sponsored functions. The four situations under consideration are:

- a student found to be in possession of drug-related paraphernalia
- a student found under the influence of drugs or alcohol
- a student found to be in possession of drugs or alcohol
- a student found to be distributing drugs or alcohol

Upon finding a student believed to be under the influence of drugs or alcohol, a faculty member will immediately contact either the Assistant Principal or the Principal. The exception would be if there is cause for medical attention, the student shall be taken directly to the nurse who will then notify the Principal or Assistant Principal of the situation. Next, school administration will investigate the situation and parents/guardian will be notified and required to respond and remove the student from school grounds for the period of time as stipulated by the Administration.

In the case of a student found to be distributing or having drugs or alcohol in their possession, a juvenile officer may be directly involved. It should be noted that the school retains the right to randomly conduct periodic searches of students' lockers, clothing, book bags and vehicles.

#### **Consequences**

In addition to the suspension and expulsion process authorized by M.G.L. 71, s. 37H if a student is involved in a drug or alcohol related incident on school property before, during or after school or at any school sponsored event, they may expect the following penalties:

A. When a student has been found with drug-related paraphernalia in their possession, with drugs and/or alcohol in their possession, or to be drinking or to have taken drugs, the following actions will be taken:

- Notification of parents/guardian;
- Notification of police;
- Suspension from school (possible expulsion for drug and alcohol involvement). The student will be removed from school grounds by a parent or guardian upon notification of such an incident. At the discretion of the Principal a conference involving the student, parent/guardian, appropriate administrator, and student's school counselor is held.



- Suspension from all extracurricular activities and clubs for the next two consecutive weeks and for interscholastic athletics, the student will lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties are determined by the season the violation occurs, but if the penalty is not commenced or completed during the season of violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year.
- One calendar year social suspension of all listed activities (refer to the end of this section for a more detailed explanation and list of activities).
- The School District retains any and all statutory rights that it may have, including but not limited to its ability to initiate an expulsion hearing pursuant to Massachusetts General Law. ch.71, 37H.

B. When a student has been found in violation a second or subsequent time(s) with drug-related paraphernalia in their possession, with drugs and/or alcohol in their possession, or to have been drinking or to have taken drugs, the following actions will be taken:

- Notification of parents/guardian;
- Notification of police;
- Suspension from school (possible long term suspension or expulsion for drug involvement). The student will be removed from school grounds by a parent/guardian or guardian upon notification of such an incident. At the discretion of the Principal a conference involving the student, parent/guardian, appropriate administrator, and the student's school counselor shall be held.
- Suspension from all extracurricular activities and clubs for the next six consecutive weeks and for interscholastic athletics, the student will lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs, but if the penalty is not commenced or completed during the season of violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year.
- One calendar year social suspension of all listed activities (refer to the end of this section for a more detailed explanation and list of activities).
- The School District retains any and all statutory rights that it may have, including but not limited to its ability to initiate an expulsion hearing pursuant to Massachusetts General Law. ch.71, 37H.

C. When a student is found to be distributing drugs or alcohol, the following actions are taken:

- Notification of parents/guardian;
- Notification of police;
- Suspension pending disciplinary action ***based on initiation of expulsion hearings for drug involvement;***
- Suspension from all extracurricular activities and clubs for the next two consecutive weeks and for interscholastic athletics, the student will lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties are determined by the season the violation

occurs, but if the penalty is not commenced or completed during the season of violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year.

- One calendar year social suspension of all listed activities (refer to the end of this section for a more detailed explanation and list of activities).
- The School District retains any and all statutory rights that it may have, including but not limited to its ability to initiate an expulsion hearing pursuant to Massachusetts General Law. ch.71, 37H.

D. When a student is found to be distributing drugs or alcohol; a second or subsequent time(s), the following actions will be taken

- Notification of parents/guardian;
- Notification of police;
- Suspension pending disciplinary action ***based on initiation of expulsion hearings for drug involvement***;
- Suspension from all extracurricular activities and clubs for the next six consecutive weeks and for interscholastic athletics, the student will lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs, but if the penalty is not commenced or completed during the season of violation, the penalty shall commence or carry over to the student's next season of actual participation. This may affect the eligibility status of the student during the next academic year.
- One calendar year social suspension of all listed activities (refer to the end of this section for a more detailed explanation and list of activities).
- The School District retains any and all statutory rights that it may have, including but not limited to its ability to initiate an expulsion hearing pursuant to Massachusetts General Law. ch.71, 37H.

### **One Calendar Year Social Suspension**

Any student who appears under the influence of and/or in possession of drugs or alcohol in school, on school grounds or at a school-sponsored event will lose the privilege of participating in many of the extracurricular school-wide and class activities for a period of **one calendar year from the date of the infraction**. These social activities include:

- Holding an elected Class Office
- Holding a leadership position (including team captain)
- Class trips
- Dances (including semi-formals and proms)
- Homecoming
- Drama and musical productions (non-curricular)
- Junior Scavenger Hunt
- Senior Auction
- Senior Class day activities
- Senior Showcase

**For first offenses:** After consultation with school administration, a combination of 4 sessions of drug/alcohol education classes with one of the school adjustment counselors and prohibition from extracurricular activities for a period of **at least ten weeks** is assigned. The classes are

scheduled once per term and students are not allowed to attend extracurricular activities until they complete all four sessions. If an infraction occurs just prior to a class beginning, then the social probation will last ten weeks. Second and subsequent offenses would result in a full year of social activities suspension and further, more punitive sanctions.

In our quest to provide a safe and orderly environment for students at school-sponsored events, the following procedures will be in effect for all school activities, including Semi-Formal events and Proms.

Breathalyzer:

- Upon reasonable suspicion that a student or attendee/guest is consuming alcohol at a school sponsored event, is under the influence of alcohol, or is in possession of alcohol, as determined by school officials, a breathalyzer test could be requested. **Refusal to take a breathalyzer test will be treated as if the student had a positive breathalyzer result.** The student's or attendee's/guest's failure to comply would result in removal from the activity, notification of parents/legal guardians and further disciplinary action including, but not limited to suspension from school.
- If administered and the test is positive, the student will be:
  - removed from the event
  - detained by the police or an administrator until a parent or guardian picks them up
  - subject to appropriate discipline as referenced in this handbook

### Off-Site Violations

Students who are involved in extracurricular activities, events, and school organizations including athletic teams will be subject to discipline if they are listed in a police report as having failed any part of the sobriety testing or if they refuse to cooperate with law enforcement. Refusal to take a sobriety test is viewed the same as having failed the test.

Specific to extracurricular activities, events or school organizations including athletic teams, the penalties for violation of this rule are:

#### Extracurricular activities and clubs:

- A. First Violation: the student shall lose eligibility for the next two (2) consecutive weeks of the club or activity in which the student is a participant.
- B. Second and Subsequent Violation(s): the student shall lose eligibility for the next six (6) consecutive weeks the student is a participant.

#### Interscholastic Athletics: (MIAA regulations)

Please refer to the MIAA Chemical Health rule for specific consequences and penalties.

### Bullying & Prevention

School Committee Policy	Title <b>Bullying</b>	Code JICFB
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*The text of School Committee Policy – Code JICFB – “Bullying” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.*

Bullying of any type has no place in a school setting. The Holliston School district will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more students or members of the school staff, intimidating one or more persons through verbal, physical, mental, written or electronic interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Examples of bullying include, but are not exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions is not tolerated and is grounds for disciplinary action up to and including suspension or expulsion for students.

The district will promptly and reasonably investigate allegations of harassment, including bullying. The principal of each building is responsible for handling all complaints by students alleging harassment, including bullying.

Faculty who witness bullying acts must report the student(s) for disciplinary action. Disciplinary action may result in suspension and/or referral to police authorities for criminal prosecution when appropriate.

Any student found to have engaged in the act of bullying shall be subject to the following disciplinary actions:

- First offense – suspension from school for up to five (5) days
- Second offense – suspension from school for up to ten (10) days
- Subsequent offense – suspension from school for an indeterminate period necessary to bring a recommendation of exclusion/expulsion to the School Committee.

### **BULLYING PREVENTION AND INTERVENTION**

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take steps to address bullying incidents. The law was updated in July 2013 to expand the list of possible aggressors/perpetrators to include school staff members. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements will be included in the school's or district's Bullying Prevention and Intervention Plan, which must be finalized no later than December 31, 2010. The Plan will

include the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing the Plan, schools and districts must consult with school and local community members, including parents and guardians.

Chapter 86, Section I(3) provides that each bullying plan shall recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

### **Definitions**

*Perpetrator* is a student or a member of a school staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or a paraprofessional who engages in bullying, cyberbullying, or retaliation.

*Bullying* is the repeated use by one or more students or by a member of a school staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or a paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

*Cyberbullying* is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include:

- The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of conditions enumerated in clauses (i) to (v) inclusive, of the definition of bullying.

*Hostile environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

*Victim* is a student against whom bullying, cyberbullying, or retaliation is directed.

*Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Prohibition Against Bullying**

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet),
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

### **Reporting Bullying**

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the assistant principal, principal or another staff member, or reports may be made anonymously.

Chris Cook, Assistant Principal 508-429-0677 ext. 1103 [cookc@holliston.k12.ma.us](mailto:cookc@holliston.k12.ma.us)

Karen Archambault Assistant Principal 508-429-0677 ext. 1105

[archambaultk@holliston.k12.ma.us](mailto:archambaultk@holliston.k12.ma.us)

Nicole Bottomley, Principal 508-429-0677 ext.1106 [bottomleyn@holliston.k12.ma.us](mailto:bottomleyn@holliston.k12.ma.us)

Anonymous Reporting Form:

<http://hollistonps.wufoo.com/forms/holliston-high-school-bullying-reporting-form>

School staff members must report immediately to the principal or their designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or their designee receives a report, who shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, they shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

**For detailed information regarding Bullying Prevention and Intervention, please refer to the Holliston Public Schools *Bullying Prevention and Intervention Plan* and the Holliston School Committee's Bullying Prevention Policy (JICFB): [HSC Bullying Prevention Policy](#)**

### **Professional Development for School and District Staff**

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying. Staff must complete the district's annual Bullying Prevention and Intervention training.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

Additional information about the school's or district's Bullying Prevention and Intervention Plan will be made available when it is finalized.

For the latest bullying intervention plan and updates to the law, refer to the District Website.

### **Buses**

School buses are an extension of the school and students are under the jurisdiction of the school while riding. Students should keep hands and heads inside the bus at all times, and refrain from loud talking and horseplay that may divert the driver's attention and make safe driving difficult. State law prohibits smoking on school buses. Students are not permitted to leave their seats while the bus is in motion. The school department or the transportation company is not responsible for articles left on the bus.

Bus rules apply to the regular daily buses to and from school, late buses, field trip and athletic buses, and all bus trips by the high school.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses general rules. Parents/guardian of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders are notified that their children face the loss of transportation privileges in accordance with the information indicated below.

#### **Non-Cooperative Behavior:**

- First offense: verbal warning to student and parent/guardian notification
- Second offense: up to five school days suspension of riding privileges
- Subsequent offense: up to ten school days suspension of riding privileges

#### **Endangering Behavior:**

- First offense: up to five school day suspension of riding privilege

- Second offense: up to ten school days suspension of riding privilege
- Subsequent offense: loss of riding privilege for the remainder of the school year

### **Cheating/Plagiarism**

The following behaviors are examples of cheating/plagiarism on homework assignments, laboratory reports, written or oral projects, research projects, quizzes, tests, final examinations or other assigned tasks associated with a student's course work.

Students are cheating when they attempt to copy or borrow another student's work, or when they allow another student to copy their work; when they attempt to gain any information from another student or from any unauthorized materials; and when they use anyone else's words or ideas without documentation, including information from the Internet.

Other examples of plagiarism include:

- Buying or stealing an essay or response.
- Selling or distributing an essay, assignment, assessment, etc. to other students.
- Hiring someone to write the report or assignment.
- Copying ideas, phrases, or words from the internet or reference sources without documentation and using them in an assignment.
- Using someone's ideas without reference to that person.
- Using notes from research that are actually direct or paraphrased quotations.
- Copying/pasting photographs, illustrations, graphs, or other visual aids without citing the source.

A teacher who determines that a student is guilty of the above offenses shall take all reasonable and necessary steps to address this first with the student and their parents/guardian, may give a grade of zero for the work in question, and may then refer this matter to an administrator.

Violations may result in loss of privileges such as special student passes and membership in the National Honor Society and will lead to appropriate disciplinary action, including but not limited to suspension. A student who disagrees with the teacher's finding that they are guilty of cheating or plagiarism can appeal this finding to the Principal.

### **Discipline of Students Eligible for Special Education Services**

All students are expected to follow the Holliston's Code of Conduct, unless otherwise determined by the student's Individualized Education Plan (IEP) Team and written in the student's IEP or 504 Plan. Federal and state laws provide certain procedural rights and protections relating to discipline of students who are identified under such laws as having special needs based upon a disability. A brief overview of these rights is provided below.

In general, if a student violated Holliston's disciplinary code, the school may suspend or remove the student from his or her current educational placement for no more than 10 consecutive school days in any school year. If the student possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school function; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school may place the student in an interim alternative educational setting for up to 45 school days. If the student is placed in an interim alternative education setting as a result of a disciplinary action, they may remain in the interim setting for a period not to exceed 45 school days. Thereafter, they will return to the previously agreed-upon educational placement unless parents/guardian or Holliston High School initiated a hearing on the disciplinary action taken by



the district and a hearing officer orders another placement, or the parents/guardian and Holliston agree to another placement.

Any time Holliston wishes to remove the student from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under federal special education law. These include the following:

- a) Prior to any removal that constitutes a change in placement, the school must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address your child’s problematic behavior. If a behavioral intervention plan was previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
- b) Prior to any disciplinary removal that constitutes a change in placement; the school must inform parents/guardian that the law requires the school district consider whether or not the behavior that forms the basis of the student’s disciplinary removal is related to his or her disability. This is called a “manifestation determination.” Remember that the parent/guardian always has the right to participate as a member of the group of people making this determination.

**Consideration of whether the behavior is a manifestation of the student’s disability:**

The law provides that Holliston and the parent/guardian, along with relevant Team members, must consider all evaluation information, observational information, the student’s IEP and placement; and must determine whether the student’s behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of the student’s disability if the conduct in question was caused by, or had a direct and substantial relationship to the student’s disability, or was a direct result of the school district’s failure to implement his or her IEP.

If the manifestation determination decision is that the disciplinary behavior was related to the student’s disability then they may not be removed from the current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) until the IEP Team develops a new IEP and decides upon a new placement and parental/guardian consent to that new IEP and placement is obtained, or a Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior was not related to the student’s disability, then the school may suspend or otherwise discipline the student according to the school’s code of student conduct, except that for any period of removal exceeding 10 days the school district must provide the student with educational services that allow them to continue making educational progress. Holliston must determine the educational services necessary and the manner and location for providing those services.

**In the case of a disagreement with the Team’s determination:**

If the parent/guardian disagrees with the Team’s decision on the “manifestation determination” or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent/guardian has the right to appeal the Team’s

decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

**Discipline of Students Whose Eligibility for Special Education is Suspected:**

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent/guardian refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

**Discrimination**

Discrimination, or lack of opportunity to equal access to the programs and offerings of the Holliston Public Schools, to any person because of race, age, color, creed, religion, national origin, ethnic background, marital status, disability, sex, sexual orientation, gender, gender identity or unless required by law by membership or activity in an employee organization or political party is forbidden. Staff members will act in a way that ensures that this philosophy is maintained and will work for a goal of equality in all situations. Discrimination in any form violates state and federal laws, and, therefore, the policies of the Holliston School Committee.

**Complaint Procedures:**

Any student who feels they were or is the subject of discrimination must report the discrimination to the building Principal or to the Superintendent of Schools or their designee.

**Discrimination Investigation:**

Any individual who believes they has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the principal as soon as possible. If the individual does not wish to discuss the issue with the principal, or if the individual believes that the issue requires further attention, the individual should inform the Superintendent of Schools or Title IX/622 Coordinator, Ms. Joanne Menard, at 370 Hollis Street, Holliston, MA 01746, 508-429-0654 or the Interim Director of Student Services, Ms. Jessica Beattie, who can be reached at 370 Hollis Street, Holliston, MA 01746, 508-429-0662.

An investigation of the incident will take place, in compliance with School Committee Policy ACAA and Title IX/Section 504 of the Rehabilitation Act. Holliston High School Administration will contact Dr. Susan Kustka, Superintendent of Schools and the Title IX coordinator of Holliston Public Schools. Dr. Kustka, as the Title IX Coordinator for the Holliston Public Schools, will have the responsibility to coordinate efforts to comply with obligations under Title IX and the Title IX regulations. Dr. Kustka will coordinate the investigation of complaints received pursuant to Title IX and the implementing regulations. The Holliston High School administration will conduct the investigation and consult with Dr. Kustka throughout the process. Following the completion of the investigation, Holliston High School administration will file a formal written report with Dr. Kustka. This report must include a description of the incident(s), a narrative of the findings, and the final outcome. Holliston High School administration will also share findings with the complainant(s), while maintaining confidentiality to the extent consistent with the district's obligations under Federal and State law.

### **Dog Sniff Searches**

Periodically, in cooperation with the Holliston Police Department, dogs, which are trained to detect the presence of drugs, will go through the school and search for drugs on the premises. The purpose is to insure that Holliston High School remains a drug-free, safe environment for learning by all.

### **Dress/Appearance**

Students are not allowed to wear articles of clothing or accessories that interfere with safety or that are disruptive, offensive, disrespectful, discriminatory, or otherwise inappropriate for a high school community, or that interfere with learning either in school, remotely, or at school sponsored events. Footwear must be worn at all times by all persons in the school and on school grounds.

The school administration and staff reserve the right to make decisions in cases where the dress, appearance, or behavior of one student may interfere with the learning process for other students.

Exceptions will be made for a documented or known instructional, safety, religious and/or medical reason

Proper attire is required for participation in all physical education classes.

### **Electronic Devices**

Electronic devices including phones, cameras and music listening devices may be used in the common areas of the school (hallways, cafeteria, school grounds, etc.) during the school day. However, use of such devices in classrooms during class time is allowed at the discretion of the classroom teacher. Teachers will work with students to understand appropriate ways to utilize devices.

Due to privacy concerns and issues surrounding confidentiality, unauthorized use of video, cellular or audio equipment or taking still pictures is prohibited. Video or Audio recording of any individual without their knowledge and/or consent is strictly prohibited and against school policy. Such behavior may receive consequences, including possible suspension.

In addition, Holliston Public Schools has developed [Remote Technology Use Privacy Expectations for Students and Families](#).

School Committee Policy	Title <b>Technology Acceptable Use Policy</b>	Code IJNDB
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The text of School Committee Policy – Code IJNDB – “Technology Acceptable Use Policy” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.

### **Holliston High School Guidelines and Disciplinary Policy regarding the Technology Acceptable Use Policy**

Violation of the provisions of the Acceptable Use Policy may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and criminal prosecution.

School Committee Policy	Title <b>Harassment</b>	Code ACAA
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The text of School Committee Policy – Code ACAA – “Harassment” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.

### **Holliston High School Guidelines and Disciplinary Policy regarding Harassment**

Any student found to have engaged in the act of harassment shall be subject to the following disciplinary actions:

- First offense – suspension from school for up to five (5) days
- Second offense – suspension from school for up to ten (10) days
- Subsequent offense – suspension from school for an indeterminate period necessary to bring a recommendation of exclusion/expulsion to the School Committee.

School Committee Policy	Title <b>Hazing (Prohibition of)</b>	Code JICFA
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The text of School Committee Policy – Code JICFA – “Prohibition of Hazing” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.

### **Holliston High School Disciplinary Procedure Regarding Hazing**

The School Committee forbids hazing of any kind. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269 Sections 17, 18, 19 shall be adhered to. The Superintendent and Committee Chair shall be notified of the circumstances of the complaint and action taken.

Any student found to have engaged in the act of hazing shall be subject to the following disciplinary actions:

- First offense – suspension from school for up to five (5) days
- Second offense – suspension from school for up to ten (10) days

- Subsequent offense – suspension from school for an indeterminate period necessary to bring a recommendation of exclusion/expulsion to the School Committee.

## **Memorandum of Understanding with Holliston Police Department**

The Holliston Public Schools and the Holliston Police Department have entered into a Memorandum of Understanding in order to prevent and eliminate substance abuse and acts of violence in our community. As provided in that Memorandum of Understanding, school personnel agree that certain activities by Holliston students will be reported to the Police Department and that both the School and Police Departments will act cooperatively in addressing issues involving violence, hate crimes, possession and use of alcohol or controlled substances, and possession and use of firearms or other weapons. School personnel retain the prerogative to impose school-based discipline in connection with any and all acts that occur on school grounds, including school buses, and at school-sponsored or related functions, including but not limited to field trips, athletic events, or dances. A complete copy of this Memorandum of Understanding is available in the office of each building Principal and in the office of the Superintendent.

## **Parking Lot/Use of Automobiles**

Students driving cars or motorbikes to school are to use the main parking lot. The first two rows closest to the building are reserved for staff parking. All vehicles parked in the parking lot and other designated areas are required to have a student or staff parking permit. Vehicles must be parked properly in designated parking spaces. Student parking permits are issued on a first-come-first serve basis. Holliston High School is limited to the number of parking spots available in the designated parking area. When space becomes limited students will be issued stickers on a priority basis considering year of graduation and personal need. Students parking in non-designated “student” parking areas or unauthorized areas are subject to disciplinary action including detention, suspension of driving privileges, and/ or suspension from school. Additionally, parking in a non-designated area may result in the vehicle being towed. Cars without visible parking permits are subject to towing without warning.

***Students who choose to purchase a parking permit will be issued one permit. If this permit is lost or stolen, the student will be responsible for the purchase of a new permit.***

Students are not to loiter on school grounds or in parked vehicles. The parking lot is out-of-bounds at all times during the school day. Students may be in the parking lot during the school day only when leaving with an authorized dismissal or pass.

The speed limit anywhere on school grounds must not exceed 5 M.P.H. No cars are to pass any school buses while they are unloading or loading students in the bus area. Smoke shows, wheelies, excessive speed, and riding on a car fender will result in the loss of the privilege to drive to school. Careless driving is subject to police action. Additionally, students found littering the parking lot are subject to suspension of their driving privilege.

Students who use their vehicle to violate school attendance and behavioral expectations or aid and abet others to do so (i.e. leaving school grounds without Administrative approval, alcohol and/or drug) may lose or have their parking privileges temporarily suspended.

In accordance with Massachusetts State Law Chapter 90 Section 13A, all operators and passengers of motor vehicles are required to properly adjust and fasten safety belts while operating their motor vehicle.

The Holliston School District does not assume any responsibility for damage to student's vehicles while parked in any high school parking lot.

### **Recreational Equipment**

Recreational items/equipment such as Frisbees, hacky-sacks, skateboards, roller-blades, playing cards, dice and other items/activities of this nature are not permitted in school. All such items may be confiscated and sent to the Main Office. Offenders will be subject to the discipline code including warnings, detentions, and/or suspension.

School Committee Policy	Title <b>Searches and Interrogations</b>	Code JIH
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Searches by school officials of students and their possessions are conducted in such a way as to protect each student's rights to personal privacy consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Students and their personal belongings, including purses, backpacks, clothing, and student vehicles, on school property or at school events, are subject to search by school personnel to the extent that school personnel have a reasonable basis for suspecting the search would reveal evidence that the student has violated the law or school rules. In the event of a search of a student or the student's belongings, parents are notified as soon as practical following the search.

Except as otherwise necessary due to exigent circumstances, searches of students and their personal belongings are conducted by a school administrative staff member in the presence of another adult in a private location. In all cases the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the student.

In the event a student is found to be in possession of an object or substance which may give rise to a crime, such object or substance will be given to the police. Other objects or substances prohibited by school rules or which are otherwise disruptive to the school environment may be held by school officials for later return to the student's parent or guardian.

When school officials refer a student to the police, the student's parent or guardian is notified as soon as practical.

School Committee Policy	Title <b>Tobacco on School Premises</b>	Code ADC
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*The text of School Committee Policy – Code ADC – “Tobacco on School Premises” may be found on the Policy Website. In the event of a violation of this policy, the guidelines outlined below will be followed.*

Smoking or the use of snuff or chewing tobacco or any other tobacco product (including electronic cigarettes, vaporizers, or any pipes) is not permitted in school or anywhere on school grounds. Additionally, possession of cigarettes, snuff, chewing tobacco or other tobacco products (including electronic cigarettes, vaporizers, or any pipes) is not permitted. These items will be confiscated and sent to the office. Electronic cigarettes and vaporizers with or without tobacco are not permitted on school grounds and are subject to the same consequences.

Students found in possession of tobacco products (including electronic cigarettes, vaporizers, or any pipes) will be subject to disciplinary actions as indicated below:

- First offense: 1 Day Out of School Suspension or Diversion Program through HHS

In accordance with town bylaws, any person smoking on school grounds will be subject to a \$100 fine. The school resource officer or any other Holliston Police Department officer will issue citations.

Students found using any tobacco product (including electronic cigarettes, vaporizers, or any pipes) will be subject to disciplinary actions as indicated below:

- First offenses: 1 Day Out of School Suspension or Diversion Program through HHS and \$100 fine
- Second and subsequent offense: 1 Day Out of School Suspension and \$100 fine

Please note that if multiple people are found in a bathroom stall and vaping or smoking is occurring, there may be consequences issued for all students.

School Committee Policy	Title	Code ECAC
	<b><u>Willful Destruction of School Property</u></b>	

*The text of School Committee Policy – Code ECAC – “Willful Destruction of School Property” may be found on the Policy Website.*

Any student found to have engaged in the act of willfully destroying school property is subject to the following disciplinary actions:

- First offense – suspension from school for up to five (5) days
- Second offense – suspension from school for up to ten (10) days
- Subsequent offense – suspension from school for an indeterminate period necessary to bring a recommendation of exclusion/expulsion to the School Committee.

Parents/guardian and students will be made aware of the legal implications involved. Reimbursement and/or restitution will be sought for all or part of any damages.

## **BEHAVIORAL SANCTIONS**

### **Teacher Detention**

Teachers may require a detention for any infraction of classroom or school rules. The teacher should notify the student where to report after school and must not keep the student beyond the late bus departure time. If a teacher’s detention for a student conflicts with the student’s office detention, the student should attend the teacher’s detention. The student should bring a note to



the office from the teacher once the detention is served, and the office detention will be rescheduled.

### **Office Detention**

It is impossible for the district to identify in the handbook the full set of behaviors that might result in the assessment of detention(s). As the need arises, additional infractions may be added to the procedure.

Students who are issued an office detention will be responsible for serving the detention on the day(s) issued unless excused by an administrator. Outside employment, athletics or other school events are not valid reasons for missing detention.

Office detention is held from 2:45 p.m. to 3:30 pm. Students who are late to detention within the first 15 minutes will not be admitted unless they have a pass from a teacher. Regardless, no student will be admitted to detention after 3:00 p.m. and must report to the office.

A student who misses detention without being excused before second and subsequent offense:

- First violation per term: 2 office detentions
- Second and subsequent violations per term: 1 Saturday School for each offense

Students who miss detention for excused or verified purposes (absence, dismissal, etc.) will automatically be rescheduled for the next available date.

If a student needs to reschedule a detention, parents/guardian must make appropriate arrangements with the student's assistant principal or designee.

Administrators will remain in communication with Club and Activity Advisors and Coaches of students who miss their assigned detention(s) to ensure students meet their disciplinary obligations.

### **Expectations for Office Detention:**

Duration:

- 2:45 to 3:30 for office detention session

Environment: Students are expected to maintain a quiet environment throughout the duration of their after school session(s). Students are encouraged to bring homework and/or materials for productive use of the time. Students will not be able to use their phone or any non-school issued electronic device unless approved by an administrator.

### **Saturday School**

Saturday school is scheduled from 8am – 11am and transportation is NOT provided. Saturday School is held twice a month from October through June. Students arriving tardy between 8:00 – 8:15 are assigned an additional office detention but may serve Saturday School for the day in question. Students arriving tardy after 8:15 are not admitted and are assigned an additional Saturday School. This program is designed to provide consequences for disciplinary, academic and attendance problems and to encourage proper behavior in the regular high school setting. Saturday School takes precedence over jobs and other scheduling conflicts students may have. Students are expected to work on academic assignments for the entire 3 hours and therefore must



arrive with all necessary materials (pen/pencil, textbook, Chromebook, homework assignments). Students will not be able to use their phone or any non-school issued electronic device unless approved by an administrator.

Students who cut Saturday School or are asked to leave as a result of behavior issues are assigned 2 Saturday Schools. Students who cut 2 or more Saturday Schools are subject to out-of-school suspension up to 5 days or at the discretion of the administration.

## **SUSPENSION AND EXPULSION**

### **Suspension: Offenses**

The suspension of any student is used as a disciplinary measure in the case of a serious offense upon the part of the student, or when, in the opinion of the administration, a continuum of offenses deems it necessary to use this kind of action. Suspension is utilized to modify student behavior. The duration of each suspension is at the discretion of the administration.

During the time of suspension, a student may not participate in any sports practice, games or extracurricular activities. Further, the student is not to be present on school grounds during the suspension time without authorization by school administration. A student who violates this requirement will be suspended an additional day.

It is impossible for the district to identify in the handbook the full set of behaviors that might result in a student's suspension and/or expulsion from school. Nonetheless, the following behaviors may result in a student's suspension or expulsion:

Offenses that may result in Out-of-School Suspension:

- Alcohol/Drug Policy violation: possession or use or distribution of a controlled substance (possible expulsion)
- Assault of a school staff member (possible expulsion)
- Being charged or convicted of a felony or felony delinquency (possible expulsion)
- Being found outside the building and/or leaving school grounds (second and subsequent offenses)
- Class cutting (third and subsequent offenses per term will result in suspension)
- Detention Procedure violation (third and subsequent offenses per term will result in suspension)
- Disrespect through language or actions to an administrator or faculty member
- Disruptive behavior in a large group setting such as the cafeteria, assemblies, or rallies
- Emergency Response Actions and Plans: non-compliant behavior
- Endangering the safety of others
- Engaging in activities of a sexual nature
- Extortion
- Failure to comply with a staff member's request (defiant, oppositional behavior)
- Fighting or assault
- Gambling and/or sale of gambling materials (e.g. football cards)
- Harassment of another student or staff member on the basis of that person's race, religion, sex, national origin, handicap, or sexual orientation
- Hazing Policy violation

- Improper use of a motor vehicle on school grounds (In addition, the administration reserves the right to suspend or revoke parking privileges)
- Insolent behavior, disrespectful conduct, obscene language
- Lying to an Administrator (dependant upon the degree of severity)
- Profanity within an educational setting.
- Repeated and/or intentional failure to comply with directives of school personnel
- Tobacco Policy violation
- Tampering with fire alarm boxes and/or fire extinguishers
- Theft of personal and/or school property, plus restitution
- Threatening a member of the staff (implied or direct)
- Trespassing on school property during non-school hours (excluding appropriate use of athletic fields or track)
- Truancy
- Use and/or possession of any type of firework
- Vandalism of school property (including graffiti)
- Video or Audio recording of any individual without their knowledge and/or consent
- Weapons Policy violation (possible expulsion)

Or any other behavior of sufficient severity as determined by the school administration.

### **Suspension Procedures**

Except in an emergency that warrants the immediate removal of a student from school, each student has the right to be notified of the offense with which they are charged and the right to be heard and present their side of the story to a school administrator prior to suspension. The administrator will make every effort to notify the student and their parents/guardian orally and in writing of the decision to impose the suspension prior to the start of the suspension.

In an emergency, where the continued presence of the student in school poses a danger to the health and safety of themselves, to others, or to property, or poses a threat of disrupting the academic process, the student may be immediately suspended from school, without a hearing, but such hearing will be scheduled as soon as possible thereafter. Any property in the possession of a student that constitutes a danger or threat shall be confiscated immediately and held by an administrator and may be turned over to the police.

### **EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:**

Any student who is suspended for less than ten (10) days, shall have the opportunity to earn credits, as applicable, make-up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

### **Procedural Due Process**

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's, judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

### **Short Term Suspension**

Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and their parent/guardian oral and written notice and an opportunity to participate in an informal hearing.

**1. Notice:** The written notice to the student and the parent/guardian will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

**2. Efforts to Involve Parents/Guardian:** The administrator will make reasonable efforts to notify the parent/guardian of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

**3. Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

**4. Decision:** The administrator will provide written notice to the student and parent/guardian of their determination and the reasons for it, and, if the student is suspended, the type and duration

of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

## **Long Term Suspension**

Except in the case of an Emergency Removal, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

**1. Notice:** The notice will include all of the components for a short-term suspension in Section C above, plus the following: In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;

- a) The right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense;
- b) The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- c) The right to cross-examine witnesses presented by the school district;
- d) The right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent/guardian upon request; and
- e) The right to appeal the administrator's decision to impose long-term suspension to the superintendent.

**2. Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

**3. Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- a) Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b) Set out the key facts and conclusions reached;
- c) Identify the length and effective date of the suspension, as well as a date of return to school;
- d) Include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- e) Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a. the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

## **Expulsion**

Students are subject to expulsion (i.e. permanent exclusion) by the Principal for the conduct listed below. (See also, M.G.L. ch. 71, §§37H )

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices (such as BB guns, gel blasters & squirt guns), but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

## **Procedures Applicable to Conduct Covered by M.G.L. C. 71, §37H AND 37H ½**

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a

formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents/guardian to review the charge and the applicable standards if the Principal deems appropriate.

### **Exception for Emergency Removal**

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.

- Render a decision orally on the same day as the hearing, and in writing no later than the following school day. An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **Appeal to the Superintendent**

If a decision by an administrator, following the parent/guardian meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent/guardian must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

### **Returning to School After an Out-of-School Suspension**

Parental/guardian conferences may take place before the student is readmitted on the next school day after the out-of-school suspension period. If deemed necessary by an Administrator, a student may not be allowed to return unless accompanied by a parent or guardian for a personal conference.

### **Suspension and Expulsion**

A long-term suspension is one that extends for more than ten school days. Expulsion is the complete removal of a student as a member of the Holliston Public School educational community. Any issue that may result in a long-term suspension must be referred to the

Principal for investigation. During the period of investigation, the student may be suspended for up to ten days as described above. Prior to the conclusion of the ten days, the Principal must offer the student and their parents/guardian the opportunity for a hearing. Any decision to extend the period of suspension may be appealed to the Superintendent. Except for violations of M.G.L. c.71, s. 37H, s.37H½ and s.37H3/4 described in the District Handbook, the decision to expel a student can only be made by the School Committee following a hearing. At that hearing, the student and their parents/guardian have the right to be present, to hear the evidence in support of the expulsion, to present evidence on behalf of the student, and to be represented by counsel at their own expense.

*The text of the School Committee Policy regarding Long Term Suspension or Expulsion and suspension and/or expulsion pursuant to M.G.L. c. 71 s.37H, s.37H½ and s.37H3/4 may be found on the Policy Website.*

### **Suspension/Expulsion Pursuant to M.G. L. c. 71 s.37H and s.37H½**

Notwithstanding any general or special law to the contrary,

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- (b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the Principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, the Principal, may in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.



- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Students should note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact. Additionally, students should be aware that the federal Gun Free Schools Act mandates that any student who brings a firearm to school be expelled for a minimum of one year, with exceptions granted only by the Superintendent. Under this Act, a firearm includes not only a gun but also an explosive device.

Notwithstanding the provisions of section eight-four (of chapter seventy-one) and sections sixteen and seventeen of chapter seventy-six:

- 1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a students, the Principal or Headmaster or a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or Headmaster is said Principal or Headmaster determines that the student’s continued presence in school would have a substantial detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.
- 2) The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal of Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- 3) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or Headmaster of a school in which the student is enrolled may expel said student if such Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.
- 4) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

#### **Suspension/Expulsion Pursuant to M.G. L. c. 71 s.37H3/4**

- a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents/guardian in student exclusion meetings, hearings or interviews under this subsection.
- d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively

for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

- e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.
- f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

## ***Extracurricular Activities Information***

### **Activities and Athletics: Rules Governing School Privileges**

To be eligible to participate in extracurricular clubs and activities and interscholastic athletics, students must have earned passing grades in three of four courses (incomplete grades are not considered passing grades) – using both term and final grades when available - in the term immediately preceding participation in the activity (club) or sport (for students attending an approved summer school program the final grades of program will be considered in determining eligibility for fall extracurricular clubs and activities and interscholastic athletics). Eligibility for

a succeeding term is determined on the day report cards for the previous term is issued to all students.

1. Fees for participation on teams or in extracurricular clubs, etc. must be paid in full by the last Friday in October in order for the student to continue participating. Only the Principal or their designee may grant waivers of this rule.
2. Both student athletes and students involved in extracurricular activities must be present for at least 50% of a school day to be eligible for participation in that day's event.
3. Students must adhere to all school rules, and be a member in good standing with the school community

School Committee Policy	Title <b>Participation in Extracurricular Activities</b>	Code JJIA
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*The text of School Committee Policy – Code JJIA – “Participation in Extracurricular Activities” may be found on the Policy Website.*

### **Class and Club Funds**

Each class and group having student funds is to elect a student treasurer. The class advisor or faculty advisor of the group is responsible for the treasurer's performance.

1. The treasurer shall issue receipts for all monies received and deposit such monies in the student fund in the school office on the same day they are received. A receipt, which must be kept on file, is given to the class advisor.
2. Expenditures are made by Advisors/Class Officers or by the Chairperson of events who is determined by the Advisor/Class Officer. A receipt/bill must be presented for a reimbursement. A Reimbursement Form is completed and the original receipt/bill is attached. A Class Officer and the Class Advisor sign the Reimbursement Form. It is then submitted for reimbursement. A check is issued in payment.
3. The treasurer must enter transactions in the treasurer's book on the day during which they occur. The school office conducts an audit of the books once a month. Treasurers must audit their books at the close of each month and verify it with the office.
4. All fundraising activities by student groups require prior approval from the administration.

Should a treasurer not fulfill the duties of the position properly, the advisor should consult with the Principal and arrange to relieve such treasurer of the position and arrange for the election of a new treasurer. No treasurer, or other officer, may commit an organization to any financial obligation without first obtaining the approval of the advisor.

### **Class and Club Meetings**

The class/club advisor is expected to attend each meeting and will assume full responsibility for the meeting. All requests for class/club meetings must be made through the advisor to the administration. Class/club decisions, including fundraising, are subject to the approval of the advisor and the school administration.

All Student Council Representatives and Student Advisory Council Representatives elections are conducted in the fall.

## **Class Trips/Class Dues**

All school-sanctioned class trips are an extension of school responsibility. Teachers are in full charge of students. Class dues must be paid for all years attending Holliston High School in order to participate in class sponsored events.

Parental/guardian permission is required for student participation. A student having a poor academic or disciplinary standing may be denied the privilege of participating in field trips. All students participating in a field trip must use transportation provided by the school.

## **Class Officers**

Election to a class officer's position is a significant honor and responsibility. Class officers are class leaders and role models and should abide by the rules in the Student/Parent Handbook and maintain academic eligibility in order to participate in Student Government. If a class officer fails to meet these expectations, the High School Administration, in consultation with Class Advisors, may suspend or revoke a student's class office. An application for class officer positions is available from student council or any class advisor.

The officers of each class are the President, Vice-President, Secretary and Treasurer.

Officers shall perform the duties specific to each position outlined, as follows:

- Organize class activities (such as dances, outings, assemblies, fundraisers, etc.);
- Help organize and participate in school-wide activities as a representative of the class;
- Present proposals of student concern for consideration by the faculty and administration;
- Pursue the best interest of their class in school matters; and
- Act as an example of character and leadership.

## **Student Council**

It shall be the duty of the Student Council to help coordinate various activities of the student body. This council shall also act as a representative forum for the student body. Members shall work together to promote, in every possible way, the best interest and spirit of Holliston High School.

In addition to the general duties stated above, the duties of Student Council members will be to:

- Bring before the Council any matter which is of substantial concern to members or their constituents or to students as a whole;
- Support the school-wide observance of, and respect for, all decision of the Council regardless of the member's original position on the issue;
- Contribute to the successful functioning of the Council;
- Participate regularly in Student Council meetings;
- Pursue the best interests of the respective school's student body; and,
- Act as examples of character and leadership.

### *Specific Recommended Duties:*

The President shall:

- Preside over Student Council meetings;
- Ensure the execution of Student Council by-laws;
- Call meetings of the Student Council with the Advisor's approval;

- Prepare Student Council meeting agendas with the advice of the other officers and the Advisor;
- Perform other tasks as they arise, as required by the specific demands of the office.

The Vice-President shall:

- Perform all other duties assigned by the President;
- Assume all duties of the President in case of their absence or removal from office; and,
- Perform other tasks as they arise, as required by the specific demands of the office.

The Treasurer shall:

- Attend to all financial matters and act upon all appropriations and expenditures which the class officers have approved;
- Prepare and maintain an estimated budget and record of all financial transactions;
- Submit a full financial report to the Student Council at each general meeting or upon need; and,
- Perform other tasks as they arise, as required by the specific demands of the office.

The Secretary shall:

- Prepare copies of the meeting agendas for the Student Council, Advisor(s) and administration;
- Post all meeting agendas on the Council bulletin board and/or Website is applicable at least 24 hours in advance;
- Record the minutes of all meetings;
- Prepare a copy of the minutes of each meeting for the Advisor's approval; and,
- Perform other tasks as they arise, as required by the specific demands of the office.

### **REMOVAL AND REPLACEMENT OF CLASS OFFICERS & STUDENT COUNCIL MEMBERS**

1. All student council members and class officers must maintain a 2.0 GPA or above.
2. GPA's must be maintained while in office and be reflected through their quarter grades. If at any time an officer receives an "F" on a mid-term report the student is placed on academic probation. They will not participate until they raise their grade, and/or GPA. If a person receives below the required GPA, or receives an "F" for two consecutive terms they will be permanently removed from the office position that they hold within their organization.
3. Failure to maintain standards required by duties of each class office or student council position.
4. Behavior that is not in keeping with the standards of responsibility and leadership expected of student government members including, but not limited to, any behavior which results in a multiple-day out-of-school suspension, or any action which displays or promotes intolerance toward others' opinions or personal qualities.
5. If a student misses three or more meetings of their particular organization then their membership for the current year shall be withdrawn. The goal for this is to have students be more committed to their organization.

### **ELECTIONS OF CLASS OFFICERS & STUDENT COUNCIL MEMBERS**

Nominees must meet the academic and other eligibility requirements of the office being sought. Nominees must be free of any disciplinary probation/suspension. The election process will take place in the Spring, unless otherwise requested by the Activity Advisor(s) and authorized by the Administration.

## **Dances**

School dances sponsored by a class or club must use the following procedures:

1. The function is planned well in advance by the class/group after clearing the date with the school administration.
2. Pre-sale of tickets is required. If tickets are sold at the door, class/club advisor, one policeman, and one student is present.
3. All dances for grades 9-12 which are held on campus will be scheduled from 7:30-10:30 p.m. with the exception of the Homecoming Dance, which will start at 7:00 p.m. and end at 10:30 p.m. Doors will be open for admittance at 7:30 p.m. No one is allowed to enter the dance after 8:30 p.m. unless a special pass is obtained from the office on the day of the dance. For example, a pass will be given for students who work late or have a late athletic contest.
4. Only Holliston High School students are admitted to dances. Holliston High School student identification cards are required for admission to all on-campus dance events. The exceptions are the Freshman/Sophomore Semi-Formal and the Prom. Guests from other schools are allowed at the Prom when they are accompanying a Holliston High School student who has pre-registered the guest and completed and returned the "Guest Request Form" to the Main Office.
5. Once students leave the dance, they are not allowed to return.
6. Chaperones must include faculty members, a police officer, and a custodian.
7. Any evidence of smoking, drinking/drug abuse, or other inappropriate behavior is considered sufficient cause to notify the parent/guardian of the offending student. The student will be detained in the office until the parent/guardian comes to pick up the student. If a parent/guardian is unavailable, the student may be placed in the care of the local police department.

Student violation of school rules and standards of conduct may result in termination of the dance.

## **Proms and Semi-Formal Dances**

The Prom is held off-site. As indicated above, guests from other schools are allowed to attend this function as long as the "School Dance – Guest Request Form" is completed, forwarded to, and approved by an administrator.

The Freshman/Sophomore Semi-Formal may be held off-site and may run from 6:30 p.m. until 10:30 p.m. This event is designed ONLY for Holliston High School students currently enrolled in grades 9 and 10.

## Interscholastic Athletics

Holliston High School is a member of the Tri-Valley League and abides by the guidelines established by the Middlesex League and the Massachusetts Interscholastic Athletic Association.

### Athletic Eligibility

In order for students to participate in athletics they must complete a permission form, chemical health form, and a physical examination by a doctor, and also meet the following eligibility rules:

- A student shall have been a member of the MIAA member secondary school for a minimum of two months (exclusive of the Summer vacation) and have been issued a report card preceding the contest, unless entering from an elementary or junior high school at the start of the school year.
- All students transferring from one school to another must meet all state requirements.

In addition to adhering to the tenets of the MIAA academic eligibility, Holliston High School requires students to attain passing grades in three of their courses (incomplete grades are not considered to be passing grades) – using both term and final grades when available - in the term immediately preceding participation in the sport (for students attending an approved summer school program, the final grades of program will be considered in determining eligibility for Fall athletics). Eligibility for a succeeding term is determined on the day report cards for the previous term are issued to all students.

Academically ineligible students may become eligible at the end of each term by attaining passing term and semester grades in three of four courses.

- Students who are academically ineligible must try out with the team at the beginning of the season. Students who make the team are held to the same expectations as their teammates, including attending all practices and games until they become eligible. Students who are academically ineligible may not participate in any scrimmage or game.
- Regarding interscholastic athletics: any student deemed ineligible at the start of a season would remain ineligible until the next marking period term and final grades are issued.
- Students who are ineligible due to incomplete coursework may become eligible if the incomplete grades become passing grades.
- Students who are ineligible may continue to practice with a team, at the coach's discretion, until they become eligible.

In addition:

- If any student becomes nineteen years old before September 1<sup>st</sup> of the upcoming academic year, the student is no longer eligible.
- All students shall abide by the rules and regulations set forth by their coaches and athletic department.
- All students shall refrain from the use of alcohol, tobacco products, and drugs.
- All students shall be responsible for all equipment issued regardless of the circumstance of its loss or theft.

Students absent from school on the day of a game, scrimmage, or practice will not be permitted to participate in the activity. In order to take part in any athletic or extracurricular activities, a student must be present for at least 50% of the day. Anything less will exclude a student from taking part in any after school or evening activity. This includes athletic events, social and



academic activities and any other extracurricular activity. Only the administration can excuse an absence.

### **Athletic Squad Rules and Conduct Requirements**

Student athletes are subject to school rules and regulations governing student behavior as cited in this handbook. All participants are reminded that they must be good citizens in order to represent their school and community in co-curricular activities. Violations of school rules resulting in suspension from school will automatically preclude student involvement in athletics or other co-curricular activities for the length of the suspension. Repeated violations may result in the loss of any co-curricular privileges. All student-athletes must abide by the following:

1. No student may practice or play unless the coach has a completed Athletic Registration Form in their possession.
2. In order to take part in any athletic or extracurricular activities, a student must be present for at least 50% of the day. Anything less will exclude a student from taking part in any after school or evening activity.
3. A player who is absent from a contest (game) without good and just cause may be suspended for a maximum of the next two contests. Any repeat of the behavior, or such absence from the last contest of the season, will result in automatic suspension from the team and loss of the right to any awards or activities that may be due other members of the team.
4. During a sports season, a student who decides to attend a trip not sponsored by Holliston High School, or elects to go on a vacation, upon their return, will participate in all practices and will not participate in the first interscholastic event. Family related activities may be excused upon prior approval of the Athletic Director or an Administrator. The student's status as to their eligibility for an award is not affected.
5. No participation on "outside" teams during the season, except those permitted under MIAA rules.
6. Satisfactory attendance at practice as required by the coach. If there is a need to be excused from attending a practice or meeting, it is the responsibility of the student-athlete and/or their parents/guardian to confer with the coach before, not after, the practice/meeting.
7. A student must be present at the practice preceding a game in order to participate in the game, unless excused by the coach.
8. A student may not change from one sport to another once the first game of either sport is played (special exceptions may be decided by the Principal or their designee for involvement in open enrollment sports). No student may play more than one sport per season.
9. A student reporting late for team membership is required to report regularly to all team practices, games and activities for a period of two weeks prior to participating in a scheduled contest. No student may try out for a team after final cuts are made unless prior approval for extenuating circumstances (e.g., injuries). A student who is cut from

one team is given a full tryout for a second “non-cut” open enrollment sport, provided s/he is present at the next available practice.

10. Team members will, at all times, maintain a satisfactory academic level of performance, as required by Holliston High School and MIAA guidelines. Members in violation of the code of conduct as prescribed in other sections of this handbook may be subject to suspension from a team.
11. A student whose actions bring discredit to their team, teammates, and/or school may be suspended for a period of time determined by the coach, Athletic Director, and High School Administration.
12. No person, other than members of the team, coaches, or authorized persons will occupy any part of the bench during the game.
13. A student must have school insurance or equivalent insurance coverage approved by the Superintendent of Schools.
14. All players must have a physical examination within thirteen months before trying out for any sport.
15. A student excused from physical education class for medical reasons may not participate in athletics as long as s/he does not participate in physical education classes.
16. All athletes must ride the bus to and from games unless excused by the Athletic Director or an Administrator. Coaches may not grant this permission except in the event of a student riding with their parent/guardian.
17. It is the responsibility of the athlete to report all injuries to the coach. Athletes are responsible for working with the trainer and the coach to ensure that an accident report is submitted in a timely fashion to cover school and insurance company requirements.
18. Each student is held accountable for all equipment issued and must return the equipment promptly in clean and good condition at the request of the coach. A student who does not meet their responsibility in this area will be denied awards and further participation in the athletic program until restitution is made at the current replacement cost for said equipment.
19. MIAA and league rules will be followed in all contests. (Copies of rules and regulations are on file at the office of the Athletic Director and the Principal.)
20. Captains may be selected by the coach or through a team election. All team members are eligible to be selected. Captains should represent the core values of the school and athletic department. Captains are required to take part in leadership programs outside the boundaries of their sport including, but not limited to: Captain Council, MIAA leadership training opportunities, etc.

The Athletic Director, following consultation with the head coach and High School Administration, may remove a student-athlete as a captain or co-captain who:

- 1) Fails to meet the responsibilities of their elected position;
- 2) Becomes academically ineligible;
- 3) Commits an alcohol/chemical violation; or
- 4) Brings dishonor to Holliston High School in any way and at any time after being elected.

**\*\* A student-athlete who is removed from the role of team captain, MAY be reinstated upon successful completion of the following criteria:**

- serve the suspension willingly and cooperatively while supporting the team in every way possible;
- provide service to the team (examples: repair of nets, goals, equipment / clean fields, courts / organize out-of-season events;
- attend and/or participate in an appropriate alcohol/drug seminar;
- provide a formal apology to the team, its coaches, and school administration;
- complete a community service project (designed in conjunction with the coach, athletic director and school administration);
- be nominated by the Athletic Director and coach for reconsideration of captaincy; and be reaffirmed as team captain by a ballot vote of team members.

21. Coaches may make rules governing the conduct of players and the requirements of training and practice. These rules are reviewed with the Athletic Director and High School Administration to ensure that they are not in conflict with any regulations of the MIAA or procedures in this handbook. These rules will be made available to all prospective student-athletes for each sport; with a copy on file at the Athletic Director's office.

### **Bona Fide Team Member Rule**

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a High School practice or competition in order to practice or compete with an out-of-school team. The first offense of the bona fide team rule will result in a suspension for 25% of the season. Any student who violates this standard a second time will be suspended for an additional 25 % of the season and become ineligible for the MIAA tournament(s) in that sport for that season.

### **Fan Participation**

Students removed from an athletic event due to failure to comply with the MIAA and State of Massachusetts guidelines for COVID-19 safety, are disruptive, uncooperative or demonstrate unsportsmanlike conduct will lose the privilege of fan participation in future school-sponsored events as determined by the Athletic Director.

### **Gymnasium, Use of...**

After school use of the gymnasium is restricted to students who have the express permission of a staff member. Students must be supervised at all times by authorized school personnel.

### **Interscholastic Athletic Sports**

#### **SPORTS - MEN**

**FALL**  
Cross-Country  
Football  
Golf

**WINTER**  
Basketball  
Ice Hockey  
Swimming

**SPRING**  
Baseball  
Lacrosse  
Tennis

Soccer

Track  
Wrestling

Track

## **SPORTS – WOMEN**

### **FALL**

Cheerleading  
Cross-Country  
Field Hockey  
Soccer  
Volleyball

### **WINTER**

Basketball  
Ice Hockey (co-op)  
Gymnastics (co-op)  
Swimming (co-op)  
Track

### **SPRING**

Softball  
Lacrosse  
Tennis  
Track

## **Participation in Interscholastic Athletics**

Interscholastic athletics are intended to provide a competitive experience for our most qualified student athletes. Strong programs are offered for both girls and boys throughout the three seasons. The lessons of teamwork, pride in accomplishment, and good sportsmanship learned on the playing fields are valuable to all who participate.

Athletes who have made a team make a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late, or miss a practice or contest for any reason must confer with the team coach. Absences from practices or contests jeopardize retaining a position on a team or the reception of any team or individual awards.

Mandatory practices are held daily for approximately two hours, or as appropriate to the sport. Some practices and games are held on the weekends. No practice is held without a Holliston High School coaching staff member present.

## **Participation Fees**

Activities	\$50 (one time fee per year)
Athletics	\$225 per sport/season
Parking Fee	\$50
Performing Arts	\$100 per activity (i.e. Harmonix, Act Two, Fall Musical, METG, One Acts, Spring Play etc.)

The maximum family contribution for athletics is \$1,125.00 per school year. There is no maximum family cap for Fine and Performing Art fees. Payment in full must be received prior to any participation.

All fee payments should be made at the Holliston High School Main Office. Checks should be made payable as follows:

### ***Activity***

### ***Type of Payment***

Athletic Fees  
All other Fees

checks made payable to Town of Holliston – Athletics  
checks made payable to Town of Holliston - Fee reason

Athletic fees are turned in to the Main Office with the completed participation form obtained from the School Nurse. A separate check is necessary for each participant. Payment of the fee permits a student to participate in an activity. It does not entitle or guarantee the participant a minimum playing or performance time in scrimmages, games, etc.

No refunds are made for voluntary or involuntary withdrawal from an activity after cuts are made or the first contest is held. When a sports injury prevents participation in the activity, a refund may be made at the discretion of the Principal.

Severe or habitual violations of the disciplinary code may result in administrative removal of school privileges and/or of participation in school activities without a refund of any money paid for participation.

### **Preseason Responsibilities**

The coach of each sport will hold an informational meeting prior to the start of the season; candidates are expected to attend. Any candidate for a team must meet the following requirements prior to attending any tryout or practice session. In order to try out for a team, a student must:

1. Be academically eligible
2. Have a “passed” physical examination on file with the School Nurse
3. Have submitted a signed parental/guardian permission form
4. Be under nineteen years of age by September 1st

### **Program Goals for Team Levels**

**Sub-Varsity Teams:** Holliston High School offers several sub-varsity teams in order to allow as many students as possible to participate and share in the experience and benefits derived from team membership and to further skill development and conditioning for possible future higher level competition. The emphasis of the program at the sub-varsity level is on the development of basic skills, appropriate attitudes, and team concepts through competition.

**Varsity Teams:** To compete successfully with other Tri-Valley League schools and with other schools or individuals of a similar division in State Tournament competition. Assessments are made by the coach throughout the season relative to the level most beneficial to the development and progress of each player and team. It should be understood that at the varsity level playing time could be limited under certain conditions.

### **Prohibited Activities: MIAA Chemical Health Rule**

In addition to the Holliston High School procedure and consequences listed under the Alcohol and Drug Use by Students Policy the following applies to students who participate in interscholastic athletics.

During the school year, from the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product(including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor.

At Holliston High School, any student who appears in a police report for either violating the MIAA Chemical Health Rule or refusing to cooperate with law enforcement officials, will be subject to the MIAA consequences listed below.

Penalties shall be cumulative. If the penalty period is not commenced or completed during the season of violation, the penalty shall commence or carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

Minimum Penalties: (MIAA regulations; adopted on July 1, 2005)

- **First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.
- **Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.
- If the second or subsequent violations the student of their own volition becomes a participant in an approved dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment program must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season or actual participation, which may affect the eligibility status of the student during the next academic year).

First Offense	
Number of Events per Season	Number of Events / Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

Second Offense	
Number of Events per Season	Number of Events / Penalty
1-3	1

4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

Second Offense with Dependency Program	
Number of Events per Season	Number of Events / Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

### **School Athletic Equipment Responsibility**

Students are responsible for and are expected to maintain proper care of all athletic equipment and uniforms issued to them. Once issued, students are responsible for payment of any items lost, stolen, or damaged. Each item not returned is assessed at a rate comparable to the current replacement cost. Any student-athlete not returning their equipment and uniforms is billed for the equipment or uniforms at a rate comparable to the current replacement cost.

### **Taunting Rule – MIAA Mandate**

Taunting includes any actions or comments by coaches, players, or spectators that are intended to bait, anger, embarrass, ridicule, or demean others whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Examples of taunting include but are not limited to: “trash talk”, defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing their skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontations by one player to another and standing over/straddling a tackled or fallen player.

At all MIAA contest sites and tournament venues, event organizers may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

## **Team Selection & Communication**

Participation in the Holliston High School athletic program is a privilege, and all student-athletes are expected to provide a leadership role for other members of the student body, and to always act in an exemplary manner complementary to the team, school, and community.

The coaching staff of each sport has the sole responsibility for selecting team members, determining the level of play most beneficial to the development of the player and team, and the amount of playing time. Player concerns must be addressed first between the coach and the player. If a significant issue is not resolved, parents/guardian should plan to meet with the coach. If a resolution is not reached between the student-athlete, parent(s)/guardian, and coach, the matter may be presented to the Athletics Director.

**Try-outs:** During the tryout period each coach will provide an explanation of the student expectations. It is the responsibility of the student to demonstrate to the coach that they can fulfill these expectations. If a student is not selected for a team, it is their responsibility to contact the coach personally if an explanation is wanted. Once a student is selected for a team, they may not quit that team in order to join another team.

## ***Student Support Services***

### **Health Services**

#### **Accident, Illness, Injury**

Please refer to the [District Website](#) for the most up to date information regarding health and safety measures.

#### **Emergency Dismissal Forms**

Forms signed by the parent or guardian must be on file in the School Nurse's Office. The information requested is critical at time of illness or emergency. Parents/guardians are required to update this information throughout the school year as information changes.

#### **Health Regulations**

A record is kept of all visits to the Health Office. Parents/guardian are notified if a health problem seems to be developing.

The school physician and the school nurse provide advisory and emergency care only. The school health office should not be viewed as the student's primary health care provider. Once first aid is administered, it is the responsibility of the family and family physician to carry out treatment and after-care.

In case of extreme emergency when it is impossible to reach the parents/guardian, and if the nurse is not available, the Principal acts as parent/guardian in absentia and will take whatever steps appear necessary.



Only those injuries or illnesses occurring in the school, on the bus, or on the school grounds are the responsibility of school personnel.

We encourage families to notify the school nurse, in writing, of any health condition pertinent to the student's well being, such as tendency to nosebleed, epilepsy, toxic reaction to bee stings, or other allergies, diabetes, bone and joint problems, difficulties with speech, vision, or hearing, and religious stipulations regarding medical care.

### **Medication Procedures**

The following procedures are put in place to ensure the health and safety of students requiring medication during the school day.

The Holliston Public Schools require that a Medication Order/Parental Consent Form is on file in the Health Office before any medication is given in school. The form includes:

1. Signed consent by the parent/guardian. This is required to dispense any medication.
2. Signed medication order. The written medication order form should be taken to the student's licensed prescriber (student's physician, nurse practitioner, etc.) for completion and returned to the school nurse. The order must be renewed as needed and at the beginning of each academic year.
3. Medications are administered only by the school nurse and are stored in a locked cabinet in the nurse's office. The nurse may delegate administration of student medication during a field trip. Students are not allowed to carry over-the-counter or prescription medication in school, at field trips, or school-sponsored events.

#### **SPECIAL MEDICATION SITUATIONS:**

Short Term Prescription Medication, i.e. Those requiring administration for ten (10) school days or less, the pharmacy labeled container may be used in lieu of a licensed prescriber's written order. Acetaminophen or Ibuprofen (standard dosage) requires written parental/guardian consent only (Signature on the back side of the School Health Information Form). All other medications, (cough medicine, antihistamines, etc.) require a signed medication order from the student's licensed prescriber.

Medicines should be delivered to the school in a pharmacy or manufacturer labeled container by a parent/guardian or their responsible adult designee. Please ask the pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to school. When a student needs a medicine administered during the school day, parents/guardian are asked to act quickly to follow these procedures so the school may begin to give the medicine as soon as possible.

**Students may carry Epi-Pens and inhalers with the proper documentation on file in the nurse's office.**

### **MIAA Rules – Physical Examinations**

All students must pass a physical examination within thirteen months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season.

The appropriate medical authority as defined by the MIAA Sports Medicine Committee must perform physical examinations. Currently the definition is a duly registered physician. In addition, physicians' assistants and nurse practitioners may administer school physicals under the provisions of existing state law.

No one is allowed to participate in tryouts without these physical requirements. The school nurse will give sports forms to students after the physical document is checked.

### **Physical Examinations**

Vision and hearing tests and height and weight measurements are required for all grade ten students according to the General Laws of Massachusetts (M.G.L. c.71, s.57).

Scoliosis screening is required for all students in grade nine.

Physical examinations by private physicians are required by law for all grade ten students (General Laws of Massachusetts Ch. 71 S57).

Immunizations must be kept up to date according to M.G.L. c.76, s.15, and the regulations and guidelines adopted by the Department of Public Health. Parents/guardian will be informed if the student is in need of immunization.

New admissions to Holliston High School (all grades) must have a valid physical within a year prior to entry date and be accompanied with an up-to-date immunization card.

### **Religious Objections**

If parents/guardians have any objections on the basis of their religion to routine physical examinations, first aid in emergencies, or other medical procedures that might occur in the school, it is important that they contact the school in writing so that the information is recorded.

Notwithstanding the receipt of such notice, if school personnel believe that the student is experiencing a medical emergency, they will call 911 for assistance.

### **Return to School Following Accident and/or Illness**

A student returning to school after an accident, operation, or serious illness must present a doctor's certificate stating that they may resume a full program including athletics or that they require a modification of their school program to meet their physical needs. A student returning to school after a communicable disease must present a doctor's certificate stating that the student is free from the disease in its communicable form.

Examples of restrictions: no use of stairs, no Physical Education (Wellness), special seating accommodations, etc. Any student absent for five consecutive days requires a doctor's certificate.

### **Student Health/Accident Insurance**

In order to participate in athletics, all students are required to have health insurance approved by the Superintendent of Schools.

Accidents must be reported immediately to the teacher in charge. The teacher must send a written report of the accident to the nurse's office. If the accident necessitates the student going

to the doctor, dentist, or securing medical assistance from any other source, the student should request an insurance claim form from the Main Office. This form is signed by the parents/guardian and the doctor, and then mailed directly to the insurance company.

## Library Services

The mission of the Holliston High School Library program is to implement, enrich, and support the educational program of Holliston High School. Through its programs, resources, and practices it strives to ensure that students are effective users of ideas and information. The library accomplishes these goals by:

- Providing intellectual and physical access to materials
- Providing a facility to meet those needs
- Providing an atmosphere conducive to learning
- Collaborating with classroom teachers in designing library curriculum units to meet students' research needs and increase student achievement
- Maintaining school and community partnerships

For more information on collection development at the Holliston High School library, please see the School Committee's policy on selecting library materials. Questions on collection development and library materials may be addressed by the Library Review Committee.

## Access

The library may close for meetings, test administration, or special events. The librarian may also extend afternoon hours depending on the study needs of students. Adequate notice will be given.

A student who wishes to use the library during the day may visit with classes or present a library pass signed by a staff member or an administrator.

Students may eat lunch in the library as long as all garbage and recyclable materials are disposed of properly. This privilege may be revoked if wrappers, cans, bottles or food are left behind. Food and drinks are never allowed at the library computers.

Students are encouraged to take advantage of the library program by using the many fine materials available to all members of the Holliston High School community. If you have any questions about the availability or location of materials, please feel free to ask the librarian for any assistance. When using the library, students are asked to respect the quiet learning atmosphere of the library, as well as its materials.

## Library Collections

### Print

Holliston High School Library has over 9,000 print volumes that complement the high school curriculum and support independent reading. Included are over 800 reference and 4900 non-fiction books, 500 biographies, and more than 2000 fiction titles. Our library subscribes to several print journals and magazines.

### Audiovisual Materials

The library maintains a small collection of VHS tapes, DVDs and audiobooks on CD and cassette.

### Digital Materials

All library workstations are internet accessible. Databases and e-books provided by the state and purchased by Holliston High School are all available from school and home through the library homepage (<https://hollistonhsmmediacenter.wordpress.com>). Some databases may require passwords; ask the librarian for login information. In addition, classes visiting the library may have class resource pages on the library website. These pages may include book lists, recommended databases, and links to websites selected by the librarian and classroom teachers. Students accessing the internet in the library must adhere to the Holliston Public Schools Acceptable Use Policy or their computer privileges may be suspended or revoked.

## **Circulation Procedures**

### Regular Loan Items

Most books may be borrowed for two weeks. All regular loan items can be renewed as long as they have not been requested by another student or faculty member.

### Reference Books

Reference books, including encyclopedias, may be borrowed for three days.

### Reserve Books

Books on reserve for a particular class may be checked out for one to three days at that teacher's discretion. Students who fail to return reserve books on time may have their borrowing privileges suspended until items are returned.

### Movies and Audiobooks

All audiovisual materials may be borrowed for two weeks. They may be renewed as long as they have not been requested by another student or faculty member. Students are responsible for any damage to audiovisual materials.

### Periodicals

Magazines and journals may be borrowed for a class period or day. Teachers may also reserve certain copies or titles for a period of time for classroom use.

## **Overdue Books**

Students are expected to return all material on time. Overdue notices are distributed to homeroom teachers periodically. Students must pay for lost and/or damaged library materials. Failure to return library materials, particularly those that have been requested by other students or faculty members, may result in suspension of borrowing privileges.

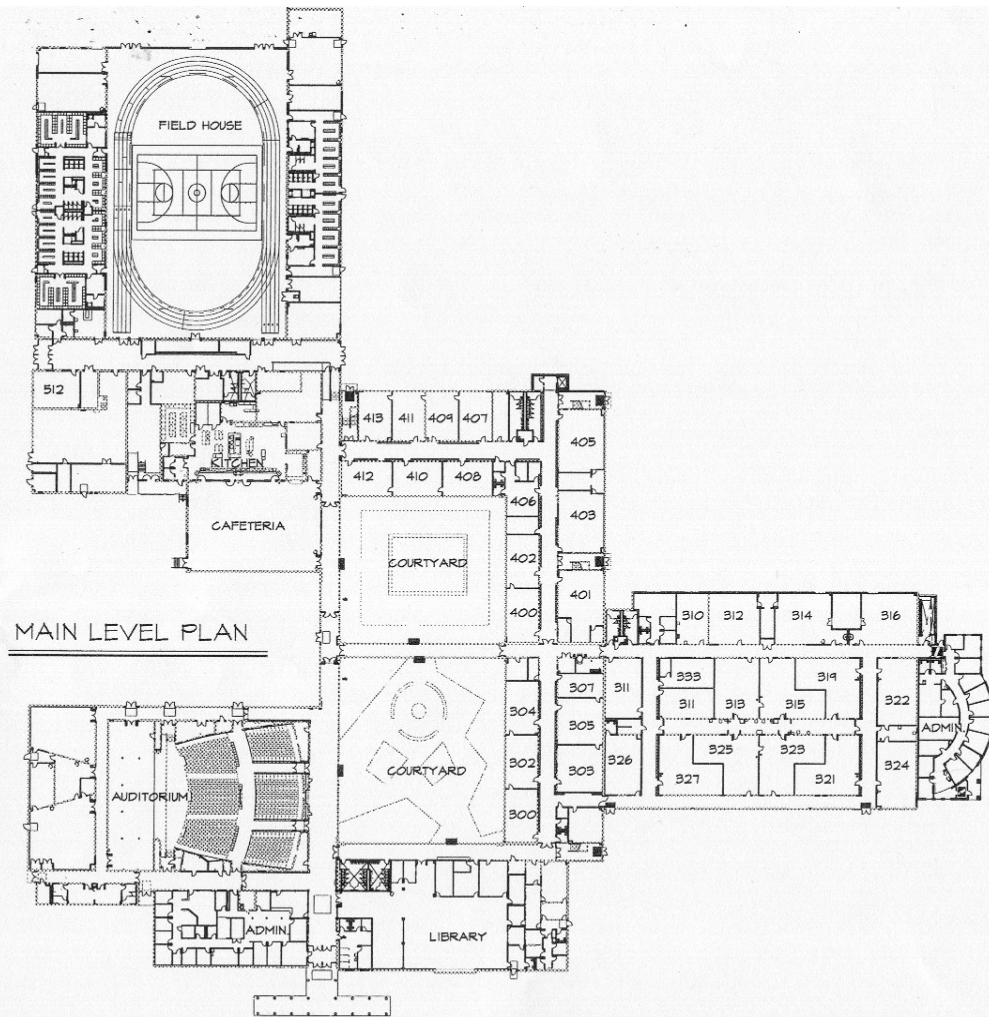
## **Special Education**

Student Support Services are available for the entire school population. Trained professionals are available to identify, assess, and when appropriate, implement support for students who may require specific services to optimize learning opportunities.

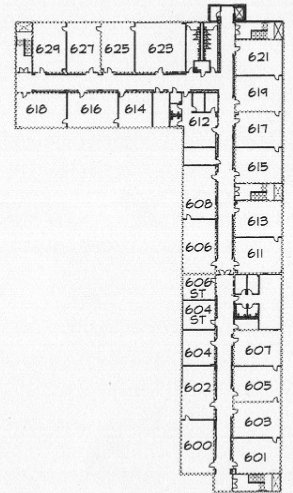
Holliston High School provides a rich curriculum; instructional practices and varied programs of services geared to individual needs; including opportunities for strong family involvement and awareness of the educational services in the school.

Special education services are offered to Holliston students as required by M.G.L. c.71B and its regulations and the federal Individuals with Disabilities Education Act (IDEA) and its regulations. Administrators work with the classroom teacher(s), specialists, and parents/guardian to ensure that, when appropriate, referrals are made to assess a student's eligibility for special education services. A complete description of this program and the rights of parents/guardian and students can be obtained from the Main Office. If you believe that your child requires special education services, please contact 429-0677. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. If a student is found to have a disability that substantially limits one or more major life activities, s/he is entitled to an accommodation plan that will allow them to access the full educational program at the Holliston Public Schools as students without that disability. If you believe your child requires an accommodation plan, please contact the School Counseling Department. The Coordinator for Compliance under Section 504 is Dr. Susan Kustka.

Susan Kustka, Ed.D.  
Superintendent of Schools  
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MAIN LEVEL PLAN



UPPER FLOOR PLAN

# HOLLISTON HIGH SCHOOL MAIN & UPPER LEVEL PLAN

The Design Partnership of Cambridge  
Architecture  
Programming